

Benton Franklin Workforce Development Council

Executive Committee Minutes

March 30, 2021

4:00 p.m.

Zoom

Present

Commissioner McKay
Todd Samuel
Melanie Olson
Adlofo de Leon
Amanda Jones
Jennie Weber

Excused

Dennis Williamson

Absent

Commissioner Didier

BFWDC Staff

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

Guests

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

Call to Order - Todd

Todd Samuel called the meeting to order at 4:30 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests responded.

Minutes – Todd

Minutes from February 23, 2021, Executive Committee Meetings were provided to members for review.

Adolfo de Leon moved to approve February 23, 2021, Executive Committee Meeting Minutes as presented, seconded by Todd Samuel. Motion carried.

Finance Reports – Jan

Jan provided the printed Finance Reports through January 2021. She noted that we are 58% through the year.

- **Corporate Entity:** Jan stated that there is very little activity in this account. There is a Money Market and a CD account within this. The balance includes the quarterly accrual adjustment for vacations which is kept in the Money Market account.
- **Main BFWDC Account:** One significant thing this month is that all EFTs were processed before the end of the month. She and Tiffany had a productive discussion with ESD regarding the timing of the approval of these funds. She reviewed the line items.
 - We are currently paying for rent and maintenance on the building, but most other line items are on hold until we return to the office.
 - The travel line remains under because people are not traveling to conferences.
 - Supplies remain under because people are teleworking.
 - We budgeted generously for the software line to accommodate our current communication and training environment. We were able to purchase LinkedIn Learning available to staff and WorkSource customers.
 - Dues and Fees have stayed level as we are still paying all of our membership dues.
 - Ergonomic equipment and assistive technology were purchased for TC Futures coming out of the WIOA Out of Youth Grant.
- **WorkSource:** Jan noted that the IFA Credit line is decreasing and will go to zero once all partners have applied their credits. Once again, at this time, we are paying the minimum to maintain the building. There is a posting error on the Dues and Fees line item that will be corrected on the next report.

Jan shared that we have done the best with the situation, tried to accommodate the changing environment, and purchased new virtual platforms. We are constantly reviewing and making the necessary changes. We are looking at what the employees need to work remotely and what will be required to re-open the BFWDC Office.

Local Workforce Notice LWN-3 - Tiffany

The Local Workforce Notice LWN-3 was provided in the packet. Tiffany shared that the idea is to have a customer spotlight at each of our quarterly meetings. We have done this periodically but have been

inconsistent. We want to convey to our Workforce Leaders that the work they are doing is valued and we want to set aside time for customers to come and share what the services that have been rendered have done to impact their lives as a job seeker or business owner. They are welcome to use the virtual environment that we are in or even use a prerecorded video. This is a good way to communicate to the board members the return on investment for their time and work.

BFWDC Organization Addition – Tiffany

Tiffany expressed that the BFWDC has increased its revenue. With this comes additional work. It is time to add an Full Time Equivalent (FTE) specific to Fiscal Management. The job has been posted and will be closing on Friday, April 2nd. She encouraged board members to share the job posting with anyone appropriate. This person would report directly to Jan. We have had Michael Fluharty acting as an extra set of eyes at the recommendation of our auditor, helping to quality check our finances. When we hire this person, they will be taking on those responsibilities, and we will be ending the Professional Services Contract with Mr. Fluharty. We are hoping that the Fiscal Manager will be able to start in early May.

BFWDC Funding Growth (CDBG, EcSA) - Jamilet

Jamilet shared that we have some additional funding coming our way. The Housing Urban Development recently funded the Washington State Department of Commerce to decrease food insecurity challenges brought on by COVID-19. This has created the opportunity to have Community Development Block Grants made available. Based on the WWA efforts to partner with other state agencies, the Workforce Development Councils (WDCs) in Washington state can access this grant if they choose to go with this model. The BFWDC is currently securing a portion of funding to serve the Benton and Franklin communities by supporting local food distribution sites and serving low to medium-income neighborhoods and families. The application is due on April 1. The Department of Commerce is not conducting a Request for Proposals (RFP) but is asking for interested WDCs to submit an application and subsequent documentation to support contract development. The amount of money for local allocations has not been released. David shared that this program provides a high cost per participant at approximately \$42,000. This would allow us to serve about 12 participants.

Economic Security for All has been awarded a second round of funding for the next two years, starting in April 2022. This funding is available to all WDCs across the state in a non-competitive way. This second round of funding will come in the form of a contract extension to the BFWDC contract to ensure that we provide a seamless continuation of services.

CEO Updates – Tiffany

Tiffany shared that the Senate HELP Committee is requesting input from stakeholders across the nation on workforce development policy ideas. She is working on a sub-committee with four Washington Workforce Association (WWA) colleagues to write a policy proposal addressing workforce development and training needs in light of the ongoing pandemic and the opportunities and challenges that we are facing.

She thanked all of the One-Stop Certification Committee Members. They have dedicated the time to be on the committee. The kick-off meeting went well.

The BFWDC staff will be reaching out to board members shortly to seek volunteers for our RFP 2021-001-WIOA-OSO review committee. The start of this process will happen on Monday, April 5th, with our first-ever Virtual Bidders Conference. The procurement announcement has been spread wide, including the BFWDC website and Facebook pages, member and partner emails, and a bidders list that we have compiled. This needs to be a competitive process.

Liaison Report – David

David shared the provided February Liaison Report. He noted that he had edited the second page to include a graph. He reviewed the numbers printed on the report. The monthly job fairs have been very successful. We have enjoyed working with the Brazen tool and hope to use it post-pandemic. David has

combined the Top Occupations and Top Licenses/Certification as they do not change much and make room for other information. He reviewed the “other news” from the report.

We are currently in Phase 3 but remain cautious about re-opening. The last thing we want is to open the center and then have to close it down again due to a surge in Covid cases. Vaccinations are picking up, so we hope to be able to open within the next six months.

He reviewed the COVID-19 Recovery numbers included in the chart. As of December, we are at about 62% recovery of jobs. There is positive growth in the retail sector. State government continues to see positive growth. Local education has a lot of ground to make up, but preliminary outlooks point out that it should be back by next year. Compared to other regions in our state, we are doing well in our recovery.

Cynthia highlighted the Tri-Cities (TC) Futures report provided in the packets.

Crystal eluded to the WSCB report in the packet and extended a thank you to the Business Services Team. They are doing a terrific job with job fairs and resource events. The Outreach Task Force continues to work on ways to reach customers creatively.

Todd asked when we expect to open the center. Crystal answered that we are in a wait-and-see pattern right now. They are working with leadership and partners to determine the safest time to open. They have 100% of the PPE needed and everything in line for a safe process. We will be prepared when the time is right. They have a Return to Work Plan and an Action Readiness Plan. Tiffany shared that this is a BFWDC decision. More will be shared at the April Quarterly Meeting.

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

Melanie Olson shared that Lourdes has another transition happening. They are getting a new CEO. She will help with connections if needed.

Todd shared that the BFWDC website has a lot of information on what is happening, including information on the board meetings. It is well done and kept up to date.

Other Business – None

NEXT MEETING

Executive Committee Meeting – Tuesday, April 27, 2021, at 3:15 p.m. – Zoom

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

ADJOURNMENT The meeting of the Executive Committee adjourned at 4:57 p.m.

Respectfully submitted

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5/7/2021
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Todd Samuel, Board Chair Date

DocuSigned by:

5/7/2021
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Becky Smith, Office Manager Date