



BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL

Youth Committee

May 19, 2021 at 3:30 p.m.

Location: Zoom

Please note – This meeting is being recorded for record-keeping and quality assurance purposes.

Promoting a prosperous community by providing a progressive workforce system

AGENDA

1. **Call to Order** – Dennis Williamson
2. **Welcome & Roll Call**
3. **Approval of Committee Minutes** – Chair
 - Youth Committee – February 17, 2021 (Needs a vote)
4. **PY20 Monitoring Summary-** Cynthia
5. **Youth Program Updates** – Cynthia
 - Program Highlights
 - WIOA Title 1 PY21 Adult Service Provider Extension
6. **TC Futures Updates-** Mark
7. **TC Futures Transition Presentation**
8. **Liaison Report-** David
9. **Other Business**
10. **Next Meetings**
 - Full Quarterly Board Meeting – Tuesday, July 27, 2021, at 4:00 p.m. on Zoom
 - Youth Committee Meeting – Wednesday, September 15, 2021, at 3:30 p.m. on Zoom
11. **Adjournment**

Attachments

- February 17, 2021, Youth Committee Minutes
- PY20 Monitoring Summary
- ESD Letter Recognizing Team's Remarkable Year-End
- Youth Program Performance Summary – April
- TC Futures Update – April
- Liaison Report – April

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

Benton-Franklin Workforce Development Council

Youth Committee Minutes

February 17, 2021
3:30 p.m. – Zoom

Present

Dennis Williamson
Alicia Perches
Bob Legard

Excused

Absent

Lynn Ramos-Braswell

Staff/Partners

Tiffany Scott, BFWDC
David Chavey-Reynaud, BFWDC
Diana Hamilton, BFWDC
Cynthia Garica, BFWDC
Jamilet Nerell, BFWDC
Jessie Cardwell, BFWDC
Becky Smith, BFWDC
Mark Wheaton, TC Futures
Kayci Loftus, CPS
Heather Woodruff, CPS

Ex-Officio

Cynthia Alvarez
Paul Randall

Call to Order

Dennis Williamson called the meeting to order at 3:31. Members responded as Becky called roll. Cynthia welcomed Cynthia Alvarez and thanked her for her service as an ex-officio member.

Approval of Committee Minutes

Members received copies of the November 18, 2020, Youth Committee Meeting minutes for review.

Bob Legard moved to approve November 18, 2020, Youth Committee Minutes as presented, seconded by Alicia Perches. Motion carried.

WIOA Youth Program Updates – Cynthia

Cynthia thanked everyone for taking the time to join the meeting. Last month the State Monitors did a virtual annual review of the WDC fiscal, administrative, and programs. They conducted a full comprehensive review of 10 files from the Youth Program. There were no findings or questioned costs identified. Next month we should receive the management letter, which will summarize their visit and will be shared with the full board. She acknowledged Career Path Services (CPS) for their availability and help to resolve issues the week of the monitoring.

She shared the PY20 OSY Youth Program Performance Summary. The numbers continue to be below target, especially for employed exits. COVID restrictions have drastically impacted industries that youth are interested in. They find that participants need support for a more extended time before they are ready to engage in job search and training activities. Our youth and young adults are competing with more experienced and skilled job seekers for entry-level positions. The staff continues to focus on providing credentials and assistance for basic needs to remove barriers so that customers can continue with their education and employment-related goals. It is taking longer to make sure that the participants don't have barriers when they start job searching. There are about 22 GEDs in progress. We are now in phase 2, so we hope to see an increase now that so many establishments have a 25% capacity.

Within this report are some of the strategies that are in place to increase enrollments and employed exits.

Pre-Apprenticeships have been delayed and may not happen this program year due to COVID restrictions.

TC Futures Monthly Report – Mark/Cynthia

Mark expressed how proud he is of his staff. They have been very resilient as they have been working remotely. They are able to provide GED testing and technical support. They are still providing many services. They continue to grow and impact customer's lives. Many customers are dealing with homelessness or need rental assistance.

They are graduating more students than they ever have in the past. It helps to lessen test anxiety that students can come to an environment that they are comfortable.

Social media presence continues to be strong.

Being shut down has given them time to look at the American with Disabilities Act (ADA) regulations and increase accessibility throughout the facility. Equipment has been ordered with more to come, making studying at the center a better experience all around. New signs have been installed, which include braille. They want to make sure all customers have equal access and have an enjoyable experience at the center.

Mark reported that they are looking at what the school districts are doing with COVID safety concerns. They are looking at ways for customers to be in the center safely.

Dennis shared that he likes the report and thanked Mark for his work on it.

Brazen/LinkedIn Learning Opportunities - David

David shared that Brazen is the virtual resource/job fair platform. In January, we had a resource fair where there were 19 booths with 41 representatives staffing them, 118 registered, and 51 people in attendance. This resulted in 93 conversations and 52 job referrals. We are looking forward to expanding the use of this platform. We can have up to 2 virtual events a month. At this time, we have approximately 1 per month planned. We think the virtual events will continue post-Covid.

There is a Healthcare Job Fair scheduled for February that already has 30 vendors signed up. The goal is to streamline these events so that employers can be involved with little effort. We have the use of the platform through October. Jasmine Sanchez is the local virtual job fair administrator.

Cynthia asked about the availability of Brazen in Spanish. Having Spanish would help with accessibility. David checked, and the translate button on the site does not exist yet, but Brazen is actively working on it.

David shared that in January, we started a six-month pilot program with LinkedIn Learning. We have 300 licenses. 60-70 of these will be used for professional development at BFWDC, WSCB, and TC Futures staff. The rest will be used to help customers upskill. He shared a tour of the LinkedIn Learning site. [Linkedin.com](https://www.linkedin.com/learning).

This is a pilot program that goes through June. It will allow us to see this program's value-add in both professional development and services for our customers. At that time, we will evaluate the benefits.

Other Business

Dennis welcomed Cynthia Alvarez and asked her to give a brief overview of what she does at Columbia Basin College (CBC).

She shared that she has been at CBC for six years and is currently the High School Equivalency Program (HEP) Academic Advisor and Recruiter. She helps migrant seasonal farmworkers get their GED and employment. Their grant has been extended for the next five years serving 107 students per year. She is also involved in the Diversity, Equity and Inclusion (DEI) Committee. They are moving forward with creating an equity plan for students, faculty, and staff. They have been working hard to create a more diverse and equitable work and learning environment. She is the new chair by the Tri-Cities Latino Community Network. They work with the Chambers, migrant school programs, and the Mid-Columbia Libraries. They come together and give information about what is happening with the LatinX community. These meetings are currently virtual.

Cynthia asked Mark how TC Futures handled students who want to sign up to get a GED to meet the Deferred Action for Childhood Arrivals (DACA) requirement but don't want to sign up for any other services. Mark shared that they haven't seen many. The TC Futures students are referred from the school districts. TC Futures works with the districts to find the supports needed. Mark shared that they are connected to Legal Counsel for Youth and Children and are excited to help youth in our demographic.

The age requirement for HEP is 16 and up. There is an eligibility exam to get into the program. The program is offered in Spanish and English. They are currently the only program giving Spanish instruction.

Next Meeting

Youth Committee Meeting – May 19, 2021, 3:30 p.m. at TBD

Adjournment

With no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted:

Dennis Williamson, Chair

Becky Smith, Office Manager



PY20 BFWDC Sub-Recipient Monitoring Report

WIOA Programs & Service Provider	Findings	Disallowed Costs	Comments and Noted Practices
Out of School Youth (OSY) Career Path Services			<p>Throughout PY20, the Benton-Franklin Workforce Development Council (BFWDC) conducted quarterly monitoring reviews of our subrecipients, Career Path Services (CPS). CPS is the service provider for the Out-of-School (OSY) Program. The BFWDC monitoring team reviewed participant files focusing on Eligibility, Program Enrollment, 14 Program Elements, Outcomes, Program Completion, Individual Service Strategy (ISS), Case Notes, and Management Information System (MIS) Entries. There were no findings or disallowed costs. There was one (1) question cost identified. Upon review of the documentation provided by CPS, it was determined allowable.</p> <p>Noted Program Practices:</p> <ul style="list-style-type: none"> • Development of Virtual Service Delivery During COVID-19 • Uses the BFWDC Continuous Quality Improvement (CQI) Worksheet as a training tool to give staff a holistic picture of compliance issues occurring within all programs. • Created a Ready-to-Hire Tracking Tool for Business Services Team to refer to when conducting outreach to employers with open positions to showcase qualified ready-to-hire participants who have completed training and are looking for employment. • Presented a Call to Action Plan to program staff showing current program performance, where outcomes needed to be to get back on track, and outlined strategies to get there. • CPS, BFWC and the Employment Security Department implemented a coordinated outreach effort focused on customers receiving Unemployment Insurance (UI) benefits for 20+ weeks • Hired a Referral Coordinator who utilizes a platform called Trello to connect with customers daily and refer them to qualifying programs.
14 Files Reviewed	0	0	
Definitions:			
Finding: Any violation of law; regulation; grant agreement; contract agreement; cooperative agreement; state/local policy or Subrecipient Unit policies. Reporting of findings will depend on materiality of the finding. Findings include: (a) any item or combination of items that result in Disallowed Costs; (b) any item, combination of items, or process that poses a significant risk to the organization's control systems and ability to meet the requirements of federal and state grants and contracts.			
Disallowed Cost: Disallowed Costs include any expenses of WIOA or discretionary contract funds that are determined to be unallowable or unreasonable based upon federal, state law, regulations, policies, or other contract authorities.			
Noted Practices: Any approach to service delivery or a process that is identified as being a unique or effective approach that offers increased services to customers or greater efficiency and effectiveness in service delivery and administration.			



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

March 25, 2021

RE: Recognizing Your Team's Remarkable Year's End

Dear Tiffany,

As we report out on the final months of 2020, I wanted to acknowledge your inspiring dedication to the communities served by your WDC. It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please thank your entire team for the hard work and dedication they put into finding solutions and support for those most affected by the year's struggles.

WDC 11 Quarter Ending December 31, 2020 (June 30, 2020 for employment outcomes)

***Goals set pre-Covid**

Outcome	Target	Actual
WIOA Adult Enrollments	116	123
WIOA Adult Employments	121	113
WIOA DW Enrollments Including RRIE	129	107
WIOA Youth Enrollments	140	114
NDWGs - Disaster Relief Enrollments	8	11
NDWGs - Employment Recovery Enrollments	10	11

Through quarterly narratives and team meetings, we noted your success integrating multiple funding streams to achieve and surpass performance targets. This shows promise for increasing spending in the upcoming quarter(s). If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success!

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforceInitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence. Our next peer-to-peer call is scheduled for **March 29, 2021** and we love for you to attend.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director
360-790-4913

April 2021

PY20 Out of School Youth Program Performance Summary (Cumulative)			
Program Expenditures	Budget Total	YTD Spent	% Spent
As of March 31, 2021	\$718,485.00	\$421,452.22	58.7%
Enrollments	Actual Outcomes	Monthly to Date Target	Annual Target
Total Enrollments	178	208	219
Exits			
Total Employed Exits	45	110	120
Total Post-Secondary Exits	1	3	4
Total Registered Apprenticeship Exits	0	N/A	N/A
Placement Rate	72.58%	85%	85%
Median Wage	\$14.43	\$13.75	\$13.75
Services			
Individual Training Account (ITA)	12	25	28
On-the-Job Training (OJT)	1	7	8
Work Experience (WEX)	8	30	33
Pre-Apprenticeship	0	N/A	N/A
Credentials Earned	6	N/A	N/A
Dropout Recovery Services			
General Equivalency Diploma	10	N/A	N/A

Total Enrollments:

- Seventeen (17) enrollments occurred during April.
- Utilization of the Unemployment Insurance list from Employment Security Department to send out targeted outreach to those ages 18-24 continues.

Total Employed Exits: Youth staff continues to collaborate with the Business Services Team and employers to connect customers to employment opportunities.

- Preparations for Future Fest in May- All marketing materials have been developed. Several work-readiness workshops will take place before the Future Fest Event. These virtual workshops will prepare participants for the job search process, creation of a resume, prepare them for interviews; customers will learn how to get started in an apprenticeship and how to tell their story to employers confidently.
- Youth staff increased focus on providing training opportunities to youth to increase their employability, which will increase Employed Exit outcomes.
- Youth staff continues to proactively connect with local businesses and agencies that have entry-level positions available.
- Twenty-eight (28) participants are working towards their GED. Their focus will shift to employment once they successfully obtain their GED.

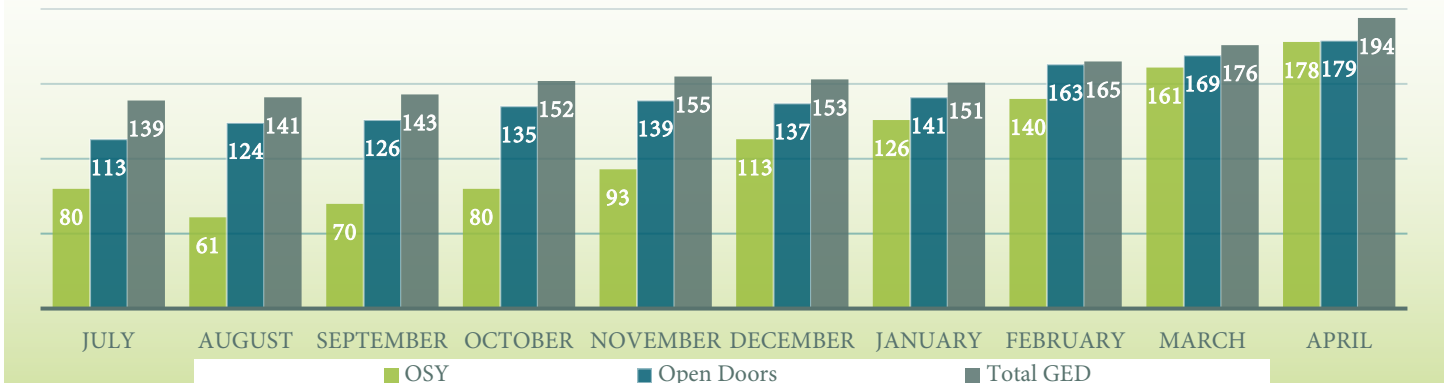
Placement Rate: These will increase as more participants obtain unsubsidized employment.

ITAs, WEXs, and OJTs: There are 11 ITAs and 8 WEXs in progress that will lead to programmatic outcomes in futures months.

- Youth staff continues to coordinate training cohorts/career fairs to assist youth in obtaining training opportunities. The Northwest Carpenter Institute (NWCI) is starting a training cohort in May, several participants have expressed interest in participating in this training.



TC Futures Numbers April 2021



GED Testing			
Month	Total	Passed	Graduates
July	15	10	4
August	22	16	5
September	25	18	0
October	13	9	2
November	18	13	0
December	33	29	7
January	40	29	7
February	32	26	2
March	60	43	10
April	47	34	5
Total	305	227	42

Social Media Insights		
Month	Followers	People Reached
July	328	5351
August	339	2876
September	353	5026
October	360	6916
November	395	12223
December	446	14893
January	447	11515
February	492	8099
March	502	11138
April	523	12374

Co-enrolled	
Month	Total
July	15
August	15
September	19
October	26
November	31
December	34
January	38
February	41
March	53
April	65

GED Highlight

Our GED highlight this month is that we are going to have our first ever TC Futures graduation. We are coming up with multiple plans in order to ensure that the graduation happens despite what phase we may be in. The celebration for our graduates will happen on the evening of June 9th. The plan is to use the lawn area outside of TC Futures.

Facility Update

We are excited to report that all of the HVAC systems at TC Futures have now been equipped with air purification systems to combat COVID-19. They have also received upgraded filters to help with the process. We also just learned that the BFWDC will be purchasing 2 industrial picnic tables for our back patio.





 Follow [@tricitiefutures](#) on Facebook and Instagram!
 

TC Futures is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay Service: 711



Vision

The Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential



Mission

Promoting a prosperous community by providing a progressive workforce system

Benton-Franklin Workforce Development Council (BFWDC) is one of the twelve (12) local/regional workforce development areas designated by the Governor of Washington State. The BFWDC coordinates and leverages workforce investments and strategies with stakeholders from education, economic development, labor and community-based organizations to advance the economic health of their respective communities through a skilled and competitive workforce

April 2021 Liaison Report

Program Year July 2020-June 2021



A proud partner of the AmericanJobCenter network

Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 405
Total Staff Assisted Services to Job Seekers: 990
Unique Number of Businesses Served: 111
Staff Provided Business Services: 174

For More information contact 509-734-5900 or visit WorkSourceWA.com



Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Total Youth Served (YTD): 292
Out-of-School Youth (OSY) Program: 178
Open Doors Program: 179
Co-enrolled in Both Programs: 65
Youth Attained General Education Development (GED): 42
Total OSY Employed and/or Post-Secondary Exits: 46
Average Wage: \$14.43
Placement Rate: 73%

For more information contact 509-537-1710 or visit TCFutures.org

Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

*Youth * Adult * Dislocated Worker * Rapid Response Increase Employment * Disaster Recovery * Employment Recovery*

Total Participants Served (YTD): 549

Monthly-to-Date Target: 658

Total Employed Exits (YTD): 190

Monthly-to-Date Target: 344

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 41 Total Employed Exits: 9
Monthly-to-Date Target: 38 Monthly-to-Date Target: 15

Families Forward Washington (FFW)

Enrolled: 73 Study Goal: 56
Placed in Employment: 64

NOTE: Although the doors of WorkSource Columbia Basin and TC Futures are closed to the public due to COVID- 19, staff continues to provide virtual services to job seekers and businesses. Please visit WorkSourceWA.com or TCFutures.org for a full menu of services. As of June 29th, TC Futures started providing GED testing services by appointment only.

The Benton-Franklin Workforce Development Council is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay: 711

