

# Benton Franklin Workforce Development Council

## Executive Committee Minutes

August 25, 2020

4:00 p.m. p.m.

Zoom

### Present

Todd Samuel, Chairman  
Adolfo de Leon  
Dennis Williamson  
Melanie Olson  
Jennie Weber

### Excused

Commissioner Jim Beaver

### Absent

Commissioner Clint Diddier

### Staff

Tiffany Scott  
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 4:02 p.m. and thanked everyone for attending. Becky read through the roll call.

### Minutes – Todd

Minutes from July 28, 2020, Executive Committee Meetings were provided to members for review.

**Adolfo de Leon moved to approve July 28, 2020, Executive Committee Meeting minutes as presented, seconded by Todd Samuel. Motion carried.**

### Finance Reports – Jan

Jan provided the printed Finance Reports through June 2020

- **Corporate Entity:** Jan reported that the accounts receivable line shows the adjustment made for Accrued Vacation. We have received almost \$1200 in interest for the year in the Corporate Entity Accounts.
- **Main BFWDC Account:** Jan brought attention to the new line item, AR Prior Year. She explained that the subrecipient had a variance from PY16 and that Employment Security Department is allowing this credit to be posted to our current year. Jan reported that there could be some very minor variances for the year-end report. She took the time to walk through the line items and explain the reason for any variances.
- **WorkSource:** Jan shared that the revenue for this account is at 100%, which was expected. She walked through the line items explaining the variances.

Todd asked Jan if she had any concerns. She answered no, and expressed that the financial oversight is very worth the money we are spending. Michael Fluharty has a lot of non-profit experience and an understanding of our company and regulations. He is very experienced and has a high level of competence.

Jan presented the printed status report for the PY18 Grant Awards.

### BFWDC Team Updates – Tiffany

Tiffany shared that Jessie Cardwell has joined the BFWDC Team as the Programs Coordinator. Diana has developed a robust training plan. Welcome, Jessie.

She went on to remind everyone that we offered someone the COO position, and it did not come to fruition. She has taken the time to take a step back and consider our agency and its needs. She has had some exploratory meetings and has narrowed the choice down to someone that went through the interview process. By the weekend, she should have an offer letter ready. We will make that introduction to the board soon. The interview process surfaced some great candidates.

Todd asked what the most significant impact would be from adding the additional staff. She shared that the COO will be backfilling a lot of duties that she has been doing. Our strategic vision speaks to our council being more community-facing and the understanding that we are the conveners of the system. We want to build this additional leadership level to help our community to understand. We are in an interesting situation with the Pandemic. She explained that Jan and Diana had taken the brunt of the National Dislocated Worker Grants. For us to be responsible for the dollars we are receiving; we need more staff to help with this work. The formula contracts are up 18% with an extra million dollars in grants. We want to make sure we proceed with continued integrity.

Todd expressed that the team we have now is strong. With the new resources and strong mandate to be *in* the community. These additional staff members will help.

Tiffany thanked the board members for their support.

#### **COVID-19 Physical Facilities Updates** – Tiffany

Tiffany shared that knowing Benton and Franklin counties are in Phase Modified One and that we don't know what the future holds, we can only prepare the best we can through planning. Two reliable documents have been created around reopening to the public. Even though we are not providing services on an individual basis, virtual services are being rendered and are being done well. We have some extremely professional people in our system that care for the community and are doing the best that they can. Many of them have never worked virtually before. We are also dealing with people that have responsibilities for their children and or elderly family members. We want to try new things in working with our customers and explore what they need at this time. We also want to meet the needs of our practitioners, so they don't burn out. There have been some very innovative ideas brought forward to get information into the customer's hands. We have partners that are working on breaking down the barriers.

When we do return to the physical facilities, it won't look the same as before. In the meantime, we are finding ways to provide quality services.

Todd asked about how we are getting the message out to the public that we are open virtually. Crystal shared that they have been approaching this from several different directions. We are getting bids for additional outside signage for the reader board and the front doors. They have also pursued reaching out directly to those that have been on Unemployment. She shared that they have made phone calls, sent emails, sent postcards, and that done multiple press releases, with presentations and posts made to social media. We have reached out to our local businesses. The Business Services Team is issuing a weekly local Hotjobs list of those that are hiring right now. We continue to brainstorm on reaching out to people.

#### **Liaison Report** – Cynthia

Cynthia presented the July 2020 Liaison report. She reminded everyone that this is a new program year. Many of the numbers reported are not representing the actual services that are happening. Services are not captured for those served without a WorkSourceWA account. She shared that TC Futures is providing GED testing services by appointment only.

Cynthia reported that she is no longer including the top 5 employers, but has added the top 5 licenses and certifications. We recently got access to a new platform that has information that could be used for this report. This report is published on Facebook, the BFWDC website, and through the chambers.

#### **WS Operator Report** – Crystal

Crystal reported that overall, we are seeing a decrease in customers that are engaging with WorkSource. We continue to see people reaching out for basic needs and have seen even more of this since the additional \$600 in Unemployment has ended. Their focus has been on outreach and working to create a sense of urgency, reminding customers that these services are offered at no cost to them. We continue to work on virtual service delivery and anticipate offering more robust group services.

Todd expressed his appreciation to those that are making these reports.

**Other Business** – None

Todd asked Kayci what Career Path Services (CPS) are working on right now. She shared that they are working with the consortium to develop professional training for staff working on virtual service delivery. They are collaborating with ESD as their UI staff is brought back into the WorkSource Center. They want to ensure that there is an equal starting point and a shared understanding of what is going on in the community so that we can address the needs of our job seekers and employers. CPS has added a third business navigator. They continue sector strategy work. They want to identify and provide solutions for the technical divide we see across the state.

Jennie shared that ESD is transitioning employment connections staff back to full-time re-employment services. There are greater collaboration and new developments among the WorkSource staff. We want to define virtual services and look at what we can bring to the WorkSource Menu of Services. There remains a backlog in unemployment calls.

**Roundtable:**

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

**NEXT MEETING**

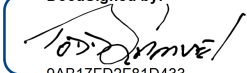
Executive Committee Meeting – Tuesday, September 29, 2020, at 4:00 p.m. – Zoom

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

**ADJOURNMENT**

The meeting of the Executive Committee adjourned at 5:00 p.m.

Respectfully submitted

DocuSigned by:  
  
9AB47FD2F84D433... 10/7/2020  
Todd Samuel, Board Chair Date

DocuSigned by:  
  
B9CCD05F08634F3... 10/2/2020  
Becky Smith, Office Manager Date