

**Benton Franklin Workforce Development Council****Executive Committee Minutes**

February 23, 2021

4:00 p.m.

Teams

**Present**

Commissioner McKay  
 Todd Samuel  
 Melanie Olson  
 Adlofo de Leon  
 Dennis Williamson  
 Amanda Jones

Jennie Weber

**Excused****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 4:00 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests responded.

**Minutes** – Todd

Minutes from January 26, 2021, Executive Committee Meetings were provided to members for review.

**Adolfo de Leon moved to approve January 26, 2021, Executive Committee Meeting Minutes as presented, seconded by Amanda Jones. Motion carried.**

**Finance Reports** – Jan

Jan provided the printed Finance Reports through December 2020. She noted that we are 50% through the year.

- **Corporate Entity:** The only significant change is there is a receivable for the quarterly accrued vacation. This is calculated through payroll in December and transferred in January. The Certificate of Deposit (CD) expired. After researching other options, Jan renewed this for a 12 month CD for slightly less interest than last year.
- **Main BFWDC Account:** She explained that the cash shows a negative balance while waiting for the A-19 deposit the first week of the following month. She explained that several line items are low because of less spending due to COVID-19. We continue to pay for professional development through virtual platforms. The reason for the deficit in this line item is due to cancellations from last year.
- **WorkSource:** There is very little change in this account. The IFA adjustments are from the reconciliation and will go away as the partners use their credits. We are maintaining the building, but there are few other expenses for the year.

Jan shared that we are trying to spend the money, but we didn't think we would still be closed at this time. This is the first year that we have had this much admin money due to the diversification of funding. There are no restrictions on the admin funds other than spending it down within the allotted timeframe. We are making some modifications to the kitchen/conference room.

**CEO Updates** – Tiffany

Tiffany shared that the BFWDC LinkedIn Learning pilot is up and running and will be going through June. There are 300 slots available. Governor Inslee has 10% WIOA Setaside Funds earmarked for a statewide virtual learning platform to be used in each workforce development area. It was initially thought that LinkedIn Learning would get this money. However, the Employment Security Department (ESD) has announced that they will be doing a procurement, and LinkedIn Learning will need to compete for this work. Once a winner is awarded and the contract is executed, the state will establish an agreement with us either by a subcontract or memorandum of understanding to utilize those resources.

Funding will be provided to all twelve workforce development areas for Economic Security for All (EcSA). Since our three peers and we have been successful, the funding is proceeding with an additional round of resources. Details are still being worked out regarding the distribution and the contracting methodology. EcSA, including our area, will be featured at the March State Workforce Board Meeting.

Agreement for the Master Leases for Suite's C (BFWDC) and D (WSCB) has been reached except for the work requests. We have requested some improvements for our premises. We are looking forward to reaching an agreement on those specific items and executing the lease ahead of the expiration on June 30, 2021. The lease will be for three years. Subsequent sub-leases with our state partners will then be developed with the Department of Enterprise Services.

Tiffany shared that Cami Feek is currently serving as the interim ESD Commissioner. Phil Castle is serving as the Interim Deputy ESD Commissioner. Some might be familiar with Phil as he facilitated our Board Retreat in the fall of 2019.

Todd asked about when we anticipate being able to open our facilities. Tiffany shared that we are at 87% of obtaining all of the Personal Protective Equipment (PPE) required. We will need to be at 100%. We will be looking to keep our staff safe. There is work going on at the state level where they are looking to see how we can wholistically open the WorkSources across the state. The union is also working to vet the return plan. We want to ensure that we have everything quality checked before our return.

#### **Liaison Report – David**

David provided the January 2021 and January 2020 Liaison Reports so members would be able to compare figures. Some of the figures have changed, which means it will not be a direct comparison. He walked through the numbers provided in the reports. The Outreach Taskforce has worked to strengthen relationships with community partners to inform them of the services we offer and how to connect with us and enlist their help in distributing materials and referring customers. We have also continued to up our social media and digital presence and continue to collaborate with partners to extend that reach. The Outreach Taskforce was designed to meet immediate needs and to connect with customers during the pandemic. Moving forward, this work will transfer to the Access Solutions Committee (ASC).

We are still doing well with the unique number of businesses served. Part of this is due to the Job Resource Fair in January. There were 19 booths and 41 representatives at those virtual booths. Once the booths are set up, employers shouldn't have to make many changes from Job Fair to Job Fair. There were 51 in attendance, which resulted in 52 job referrals. We are excited for tomorrow's Healthcare Job Fair. There are over 30 businesses signed up.

The EcSA Program is moving forward with the second round of funding which will take us to March 2022. The recent modification allowed us to set new performance indicators and to serve all of Franklin County. The monthly-to-date target for total employed exits should be zero and not 58. Our numbers remain on target. Thanks to the expansion of the service delivery area, staff have received an influx of referrals, leading to enrollments in the double digits. EcSA's network of partners and providers will benefit from knowing that the program can officially provide individualized employment services to all eligible low-income residents of all Franklin County. The program has contributed to success this month by coordinating co-enrollment efforts across all Workforce Innovation and Opportunity Act (WIOA) and other subsidized workforce development programs. These efforts have dramatically increased the number of clients EcSA staff can reach and serve to provide supports that lead to self-sufficiency. We don't know at this time what the funding will be for the second round.

David has spoken with Ajsa Suljic, our regional economist, about the footprint of the area. We are doing well compared to a lot of our counterparts across the state. Our recovery is approximately 81.7% from December of 2019 to December of 2021; we were down about 3,000 jobs. That is a loss of roughly 2.5%.

All large metro areas have higher percentages of job losses. We have recovered 8,500 of the 10,000 jobs lost as a result of COVID-19.

We have received approval for the Unemployment Insurance (UI) Flat File Application. We are moving forward to enter a contract with the ESD. This will give us access to contact and demographic information of UI claimants that we will use in our outreach programs.

David shared that we are still looking for volunteers from the board to be on the One-Stop Certification Committee.

Amanda expressed her appreciation for providing the prior year's data.

Todd asked how people are finding out about virtual job fairs besides social media. The word is shared throughout the WSCB team and press releases. The Outreach and Business Services Teams also use emails, phone calls, and the GovDelivery system.

Todd asked about the potential funding for EcSA. Tiffany shared that she is advocating that each area receive \$200,000 and then use the Adult Allocation to divide up the remainder of the money. At this time, we do not have an amount.

Todd shared that he appreciates the work being done on Facebook to share the job postings and training opportunities. Keep up the excellent work.

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

Dennis paid a compliment to those that work with his replacement. WorkSource helped him find an office manager. The WSCB staff recruited some excellent candidates.

Todd reminded the board members to volunteer for the One-Stop Certification Committee.

**Closed Session**

Todd called a closed executive session. All BFWDC Staff and guests were excused.

**Other Business** – None

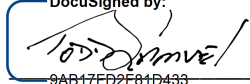
**NEXT MEETING**

Executive Committee Meeting – Tuesday, March 30, 2021, at 4:00 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 4:45 p.m.

Respectfully submitted

DocuSigned by:  
  
9AB17FD2F81D433... 4/3/2021  
Todd Samuel, Board Chair Date

DocuSigned by:  
  
B9CCD05F08634F3... 4/2/2021  
Becky Smith, Office Manager Date