



Benton-Franklin Workforce Development Council
 Quarterly Board of Directors Meeting
 October 31, 2023, 4:00 p.m. – WorkSource Columbia Basin/Zoom Hybrid.

Call to Order and Welcome

Todd Samuel, Chair, called the meeting to order at 4:00 p.m.

Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle reported excused absences and conducted a roll call of the BFWDC Board Members and BFWDC Staff; a quorum was present as defined in the bylaws.

Todd Samuel welcomed Ex-Officio Board Members, guests, and presenters who introduced themselves.

Career Path Services Recognition

Camie Eakins shared that Career Path Services 20 years ago started offering in-school Youth, then added programs starting with Adult and then Dislocated Workers. She shared that we do well for our community when we can overcome differences. She expressed her sincere gratitude and is committed to their ongoing presence in the tri-cities and ensuring another 20 years impacting the community.

Consent Agenda

Chair Todd Samuel asked members if they wanted any consent agenda items removed for individual consideration or additional discussion. The response was no.

Approval of Board Minutes

- To approve the July 25, 2023, Quarterly Board Meeting Minutes as presented

Finance Reports

- To adopt the BFWDC Finance Reports as submitted for the period ending August 2023
- Motion to approve Program Year 2022 Internal Revenue Service Form 990
- Motion to approve the BFWDC Program Year 2023 (PY23) Revised Operating Budget

Program

- Program Year 2023 Subrecipient Monitoring Schedule

New Board of Directors Member

- Motion to nominate a new Board of Directors member, Representing Government: John Dickson
- Motion to nominate a new Board of Directors member, Representing Business: Jason Jansky

Operations

- Motion to approve Occupations in Demand (OID) Committee Recommendations
- Motion to approve Policy #2023-05: State & Federal EcSA Above 200% FPL
- Motion to approve Policy#2023-06: Incumbent Worker Training Policy
- Motion to approve BFWDC Bylaw Revision

Board member Amanda Jones requested the PY23 revised operating budget be removed for further discussion.

Additionally, Todd briefly expanded on the BFWDC Program Year 2023 Revised Operating Budget. Earlier this year, the Board approved a budget of \$480,000 deficit with outstanding grants to which they thought they would be recipients. However, of the four, three the BFWDC did not receive; the fourth continues to be delayed. As a result, the Executive Committee requested a revised balanced budget to be presented with the funding left for the

remainder of the program year. The latest budget is submitted and is a top priority for the Board of Directors. Todd asked for board members' comments or opposition.

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Amanda Jones, the second by Adolf de Leon, and unanimously carried to approval.

John Dickson was recused from the consent agenda motions for WIOA funding and award.

Program Year 2023 BFWDC Board of Directors Elections

Tiffany recaptured the memo, sent ahead of the Board Meeting with the slate's outline; interested parties on the board of directors communicated their interest in serving in the roles outlined. Those interested individuals were presented at the committee level, filtered to the Executive Committee, and then to the board of directors. If you are currently serving as an officer, we are grateful for your service and the fact that you've offered additional time in the leadership role at the BFWDC.

Additional positions as required due to RCW 24.03A.005

Secretary

Defined Responsibility

The Secretary is responsible for maintaining corporate records. The secretary ensures that accurate meeting minutes are recorded and retained and that notices are duly given in accordance with the provisions of the bylaws. The pending revised Bylaws allow BFWDC staff to fill the role of Secretary when necessary.

Treasurer

Defined Responsibility

The Treasurer is responsible for managing the board's review of and actions related to the organization's financial health. The Treasurer ensures that comprehensive financial reports are made available to the board frequently (at least quarterly) and identifies opportunities to strengthen the board's ability to carry out its fiscal responsibilities.

Todd Samuel, Board Chair, called on the Board of Directors members for interest in these added positions as required due to RCW 24.03A.005.

Board of Directors Chair

- Todd Samuel

Board of Directors Treasurer

- Todd Samuel

Board of Directors Secretary

- Lynn Ramos-Braswell

Vice-Chair Representing the Adult & Employer Linkage Committee (AEL)

- Adolfo de León (Motion approved by AEL on 10/19/2023)

Vice-Chair Representing the Youth Committee (YC)

- Lynn Ramos-Braswell (Motion approved by YC on 10/20/2023)

Todd Samuel called for a motion to approve the Board of Directors Officer Elections as presented. Motion moved by Andrew Cook, the second by Adolfo de Leon, and unanimously carried to approval.

BFWDC CEO Report

WA State Workforce Plan - Talent and Prosperity for All

The BFWDC will be working simultaneously to prepare their strategic plan at the same time as the state level, meaning they have one year less than planned. Tiffany will be reaching out to the board for consulting experience to support developing the criterion to be articulated.

Guiding Principles

1. Strategic priority - System
 - a. Integrate system services, data, accountability, and resources with clear partners and roles.
2. Strategic priority - Business
 - a. Support business development and competitiveness by aligning with economic development and growth efforts.
3. Strategic priority - Youth
 - a. Improve opportunities for young people to transition to an economically successful adulthood.
4. Strategic priority - Credentialing
 - a. Explore credential reform to improve equitable access, mobility, and long-term economic success.
5. Strategic priority - Job Quality
 - a. Develop a job quality framework to guide decisions and key investments in the delivery of business services.

2023 Washington Workforce Association Annual Conference

Washington Workforce Association (WWA) is excited to announce their 2023 Fall Conference: WWA Workforce: Stronger Together at a NEW LOCATION - Marriott Tacoma Downtown November 14th – 16th. They are keeping the theme (Stronger Together) and will gather local area leaders, industry experts, workforce professionals, economic development professionals, and elected officials. This multiple-day event will focus on solution-oriented workshops and dialogue that address the new and growing demands currently facing their workforce system. This year's premier sponsors are the Department of Commerce and the Employment Security Department. Tiffany informed members that registration is still open.

[WWA Workforce: Stronger Together 2023 \(eventscribe.net\)](https://www.eventscribe.net/2023/wwa-workforce-stronger-together)

BFWDC Partner Announcements

Tiffany congratulated Israel Delamara with OIC Of Washington for being awarded the nonprofit leader of the year by the Tri-Cities Hispanic Chamber of Commerce.

Tiffany communicated that TC Futures will end their lease as the lessor wants to reclaim the business front. Melanie, TC Futures director, has been working to secure a new location and will update all as information becomes available. Moving forward, the BFWDC will not be a signatory partner on the TC Futures lease and, as a Workforce Development Council, will adhere to the memorandum of understanding to fulfill its commitment by contributing needed resources to the partnership.

BFWDC Operations

Tiffany overviewed the upcoming holidays and corresponding office closures in observance. An updated calendar of events will be disbursed and uploaded to the Board Portal.

This next quarter, the BFWDC staff will be deploying the Board Director software, which will simplify how Board Members communicate with the Staff of the Board, collaborate, and have instant access to data before board meetings for better-prepared directors.

The BFWDC staff will be able to prepare and schedule board meetings, attach meeting Agendas, Minutes, and Reports, notify members with calendar invites, and track RSVPs, all managed without email, saving time with less hassle. This portal will not replace the BFWDC's additional media platforms, such as the website, Facebook/Meta, or LinkedIn.

Regional Economy Presentation

Ajsa Suljic, Regional Economist for the Employment Security Department (ESD), presented a slide deck encompassing the state of our local economy and forecasts for a recovery in Benton and Franklin Counties. The following was highlighted.

- Labor and Employment around Washington State.
 - 09/2022 – 09/2023
- Labor and Employment around the Region.
 - 09/2022 – 09/2023
- County Unemployment Rates, Not Seasonally Adjusted
- Total Covered Employment for U.S., WA. State and broken down by Benton-Franklin counties

The reported information will be shared with those in attendance following the meeting. Ajsa thanked all those in attendance for their participation and shared her contact information for follow-up questions.

WorkSource Columbia Basin Customer Spotlight

Due to technical difficulties in displaying the customer video, a link will be sent to those in attendance following the meeting and uploaded to the Board Portal and BFWDC website.

Member Updates & Business Engagement

TC Futures Graduation: TC Futures is hosting the 2023 Fall Graduation on Thursday, November 9th. The ceremony begins at 5:30 PM, and doors open at 5:00 PM. Contact TC Futures at 509-537-1710 for any questions.

Next Meeting

Quarterly Board Meeting – Tuesday, January 30, 2023, at 4:00 p.m. at WSCB Room 8/Hybrid Zoom

Adjournment

With no further good of the order business, Todd adjourned the meeting at 5:02 p.m.

Board - Present

Commissioner Clint Didier
 Adolfo DeLeon
 Alicia Perches
 Amanda Jones
 Andrew Cook
 Bob Legard
 Carlos Martinez
 David Wheeler
 Geoff Arends
 Jessica Rusch
 John Dickson
 Jason Jansky
 Karl Dye
 Kate McAteer
 Lety Torres
 Lori Mattson
 Lynn Ramos-Braswell
 Michael Bosse
 Michael Lee
 Paul Randall
 Richard Bogert
 Todd Samuel

Board - Excused

Absent

Commissioner Will McKay

BFWDC Staff

Tiffany Alviso
 Jan Warren
 David Chavey
 DeAnn Bock
 Cynthia Garcia
 Jessie Cardwell
 Cyndelle Howell
 Rebekah Tuno
 Carya Bair

Guests

Andy Dwonch
 Cami Eakins
 Crystal Bright
 Freda Cogger
 Heather Woodruff
 Israel Delamora
 Jasmine Sanchez
 John Dickson
 Kayci Loftus
 Maria McMackin
 Maria Montoya
 Rebecca Williamson
 Selma Velagic

DocuSigned by:
Todd J. Samuel 3/19/2024
 D7E28D83A93B41E
 Todd Samuel, Chair Date

DocuSigned by:
Lynn Ramos-Braswell, Board Secretary
 838496714074430...
 Lynn Ramos-Braswell, Secretary Date

DocuSigned by:
Cyndelle A. Howell, Administrative Assistant
 60DDB958A0304C1...

Cyndelle Howell, Admin. Assistant

Date