



## Benton Franklin Workforce Development Council (BFWDC)

### Executive Committee Minutes

January 31<sup>st</sup>, 2023, 3:15 p.m. Zoom

#### Local Elected Officials

Commissioner McKay

#### Executive Members

Todd Samuel

Adolfo de Leon

Lynn Ramos – Braswell

#### Excused

Commissioner Didier

Amanda Jones

#### Guests

Crystal Bright

#### BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Isaac Estrada

Cyndelle Howell

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#### Call to Order & Welcome

Todd Samuel called the meeting to order at 3:15 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle Howell conducted a roll call of Board members and staff to the Board – a quorum was present.

Cyndelle welcomed guests, presenters, and system partners, asking that they communicate their names and organization using the Zoom chat feature.

#### Minutes

November 29<sup>th</sup>, 2022, Executive Committee meeting minutes were presented for a motion to approve.

*Adolfo de Leon motioned to approve the October Executive Committee meeting minutes, and Todd Samuel seconded; the motion carried unanimously to approval.*

#### Policies

Stevens Amendment Policy 2023-01 was presented for a motion to approve.

*Lynn Ramos-Braswell motioned to approve Policy 2023-01 as presented, and Commissioner McKay seconded; the motion carried unanimously to approval.*

Management of Medical & Disability-Related Information Policy 2023-02 was presented for a motion to approve.

*Adolfo de Leon motioned to approve Policy 2023-02 as presented, and Lynn Ramos-Braswell seconded; the motion carried unanimously to approval.*

#### Increase in EcSA Funding

It was requested that a motion be brought forth to award the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023.

*Adolfo de Leon motioned to approve the award of the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023., and Lynn Ramos-Braswell seconded; the motion carried unanimously to approval.*

#### **Financial Reports November 2022** – Jan Warren, CFO

Jan Warren reviewed the BFWDC cumulative financial reports with members, which were included in the meeting packet.

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures from 7/1/22 through 11/30/22 for the corporate entity account. The 12-month CD is scheduled for renewal in February 2023. If they don't take action, it will automatically renew at the 12-month period. Jan also covered the year-to-date interest reflected in the money market account. Jan shared the year-to-date interest and any expenses not covered by WIOA or other funding sources.

Main WDC: The balance sheet and the statement of revenues and expenditures from 7/1/22 through 11/30/22 for the main WDC account were reviewed. Jan discussed the CDBG grant reimbursement and processing times. The receivable grants line item covers formula grants and the other ESD grants. Significant changes to operations will affect their operating budget, one being the EcSA modification that was just voted on. As well as additional PY21 Youth funds and the QUEST grant awarded, which that contract was executed a few weeks ago. Jan reiterated that these are substantial changes in their operating budget. An additional FTE will be added to support the business engagement section within the QUEST grant. Sub-recipient and personnel costs will be affected; Jan will be working on a revised budget for the Board's review shortly. Jan will take this opportunity to reclassify OHDC outreach expenses to avoid distorting the WDC supplies line item. She is working on the logistics of separating those so they don't distort the rest of their operating budget.

WSCB: Lastly, Jan discussed the WSCB Partnership and the statement of revenues and expenditures from 7/1/22 through 11/30/22. The accounts receivable line reflects a balance as a couple of partners are experiencing turnover in their fiscal departments. DeAnn is working with them to ensure they have all the necessary information and are working through this transition. Monthly expenses for the facilities have been routine, with no significant expenses apart from the one-time software purchase. Jan shared that they align with where they would expect this time of year.

#### **BFWDC CEO Report** – Tiffany Alviso, CEO

- BFWDC Board Retreat February 23, 2023  
The Board Retreat agenda is in Draft form and has been reviewed and approved by Todd. The staff is doing preliminary work so that the Board Retreat will be well-facilitated with lots of participation and interaction. Tiffany reiterated that they'd physically be at the Richland library with Fat Olives providing beverages and lunch. They will be able to spend the day together reflecting on the accomplishments of their recent past but strategically planning for the future. This retreat is in line with the accomplishments of their three-year strategic goals, as well as embarking on work for strategic planning for the state workforce board that will commence within the year following the retreat.
- WWA Legislative Day and Hill Climb  
In summary, Tiffany provided that she participated in the first annual WWA Legislative Day and Hillclimb last week. Seventeen (17) participants held back-to-back meetings with 25 different

legislators. They advocated for the workforce system education and wanted to inform lawmakers about local workforce boards and discuss the need for Economic Security for All (EcSA) expansion. She also participated in the Tri-City Regional Chamber of Commerce Legislative Day. She and approximately 40 others focused on education, energy, mental health, and transportation. They were fortunate that five legislators were present, the Association of Washington Business president and staff from the State Workforce Board. Tiffany shared that she met Senator Nikki Torres from our District (15<sup>th</sup> Legislative) and Representative Stephanie Barnard (8<sup>th</sup> District).

**Executive Member Round Table**

Todd Samuel tabled the agenda item until the Quarterly Board Meeting at 4:00 p.m. due to the time available to complete the remaining business.


**Adjournment**

Todd adjourned the regular executive committee meeting at 3:47 p.m. and excused all guests and BFWDC staff for the executive session to commence.

**Next Meeting**

**BFWDC Board Retreat** – Thursday, February 23<sup>rd</sup>, 2023, from 8:30 a.m. – 4:30 p.m. Richland Library  
**Executive Committee Meeting** – Tuesday, February 28<sup>th</sup>, 2023, at 4:00 p.m. on ZOOM  
**Quarterly Board Meeting** – Tuesday, April 25<sup>th</sup>, 2023, at 4:00 p.m. on ZOOM

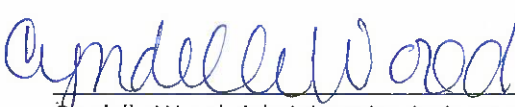
Respectfully Submitted:

  
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3/7/2023

Todd Samuel, Board Chair

Date

 3/7/23

Cyndelle Wood, Administrative Assistant

Date