



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

May 28, 2024, 4:00 p.m., Zoom | WSCB Hybrid

Call to Order & Welcome

Todd Samuel 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 Howell conducted a roll call of board members and staff to the board, and a quorum was present.

Cyndelle welcomed virtual guests, asking them to communicate their names and organization using the Zoom chat feature. She reminded those in attendance to have cameras on, to capture who was speaking.

Minutes

April 30, 2024, Executive Committee meeting minutes were presented and reviewed for a motion to approve.

Todd Samuel called for a motion to approve the Executive Committee meeting minutes from the April 30, 2024, Committee meeting. Amanda Jones noted a change in the spelling of Bauer Star Ratings which was discussed ahead of the Executive Committee meeting.

Amanda Jones motioned to approve; Adolfo de Leon seconded; the motion was carried unanimously to approval.

Motion to Approve PY24 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1st, 2024, to June 30th, 2025

Jessie Cardwell explains the WIOA Title One dislocated worker, adult, and youth services contract with Career Path Services. Throughout a Request for Proposal (RFP) process, Career Path Services (CPS) was awarded the WIOA Title 1B Contracts (for \$1,733,824) for Dislocated Worker/Adult/Youth Services on April 25th, 2023. The contract ends June 30, 2024; however, have the option for annual extensions based on performance and mutual agreement. We are recommending a Service Provider Extension for the PY24 Title IB Dislocated Worker/Adult/Youth contracts to Career Path Services (with the approximate amount of \$1,803,290) to continue assisting customers with training and employment services so they can secure jobs that provide self-sufficient wages. Jessie Cardwell provided updates on the subcontractor's performance and services. Monitoring and quarterly reports show good performance and cost-effective services. Jessie Cardwell recommends extending the contract for adult and youth services due to superior performance. Jessie Cardwell highlights the organization's strong partnership with a particular service provider, citing their deep roots in the community and good work. DeAnn Bock raises the possibility of adding a new service provider, citing potential challenges in providing all three contracts (adult, dislocated workers, and youth).

Todd Samuel mentions a historical contract duration of 3-5 years, with recent changes and uncertainty. Todd Samuel justifies not rebidding the contract due to superior performance and lack of awareness of

better alternatives. There was an ask about the timeline for the youth program contract, and Cynthia Garcia responded that it would take at least 6 months to complete the certification process. Cynthia Garcia suggests starting with an RFI (request for information) instead of a full RFP (request for proposals) to gather community input on the youth program contract.

Todd Samuel recalls past controversy over awarding multiple contracts to the same contractor. There was additional discussion on whether to go with one contractor for all three contracts or open it up to multiple bidders.

With no additional discussion or questions, Todd Samuel called for a motion to approve Program Year 2024 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1st, 2024, to June 30th, 2025.

Amanda Jones motioned to approve; Lynn Ramos-Braswell seconded; the motion was carried unanimously to approval.

BFWDC Finance Reports as submitted for the period ending March 2024 – DeAnn Bock

DeAnn discussed the finance reports and budget for the period ending March 2024, grants, and insurance for their nonprofit organization. The CD account has been closed. It was up for renewal and DeAnn contacted Todd. They transferred the funds into the money market account. Due to the vacation payouts in October and November, the money market account was depleted, and they weren't benefitting from having a CD. DeAnn Bock mentions that the corporate entity account has a low balance and suggests looking into unrestricted funding or grants to increase it. The group discusses the timing of borrowing from the corporate entity account and how it can impact their bottom line. DeAnn Bock and Crystal Bright discuss the social media program for WSCB, with Crystal working closely with them for \$12,000. Cynthia Garcia mentions targeting specific populations for marketing reports, while DeAnn Bock discusses the cost of outreach and insurance premiums. DeAnn Bock plans to research banks for nonprofit accounts.

Program Year 2024 Draft Allocation Overview

DeAnn Bock explains the allocations for Program Year 2024 grants, and Jessie Cardwell asks about the state's decision-making process for their allocations. Cynthia Garcia and DeAnn Bock discuss the formula for distributing money, with areas submitting plans in advance to ensure commitment. DeAnn Bock and others discuss state budget allocations, including a 9% increase in rapid response funds. DeAnn reiterated that the allocation presented is the draft and first look. However, the allocated funds typically align closely with the projected amount. They hope to have more information in the next couple of weeks. They anticipate the release of the previously withheld rapid response funds from PY23.

Program Year 2023 State Monitoring Updates

Cynthia Garcia mentions incorrect service entries in the information management system and is working with Career Path Services (CPS) to address this. Youth program quarterly reviews identify areas for improvement, including staff training. DeAnn Bock, a prior auditor, emphasizes that audits aim not to find issues but to ensure everything is correct and efficient.

BFWDC Updates - Cynthia N. Garcia/All

Board Resignations

Richard Bogert, who has served on the board since September 2019, representing the business sector, has resigned from the BFWDC Board. Mr. Bogert indicated that, due to traveling half the year, he could not devote the time and energy required to fulfill the role as required by the board.

Cynthia expressed her continued difficulties connecting with Nick, president of the Central Washington Building Trades for nominations as there has been a vacancy since October 2023.

Amanda Jones committed to contacting Nick B. to request he reach out to BFWDC staff for recommendations to fill the vacant Labor position.

Cynthia Garcia and others discuss potential board member Megan's roots in Franklin County. She is a Certified Public Accountant and was presented as a recommendation by board member Amanda Jones.

Strategic Plan

The BFWDC four-year strategic plan has been submitted to the Workforce Training and Education Coordinating Board and Employment Security Department and recently received feedback indicating that:

- The BFWDC local plan is well-researched and includes strong stakeholders/partnerships, research, data, and goal setting. It also includes well-coordinated and broad partnerships and a clear and comprehensive approach to serving jobseekers and business communities.

During the April board meeting, Cynthia presented the proposed update on one of their objectives to ensure they meet the strategic priorities outlined in the State workforce board's Talent and Prosperity of All plan.

BFWDC Job Opportunities

Staff Accountant & Compliance Coordinator

The staff accountant position has been filled by Nidia Dick, reporting to and assisting the Fiscal Director, she started May 16th. The second, Compliance Coordinator, has been filled by Gabriela "Gabby" Torres, working closely with Jessie and Cynthia with programs and equal opportunity responsibilities. Cynthia Garcia thanked the team and Board members for their support during the BFWDC interview process.

Recommendations for Board Member Nominations

Review Results | Provide Feedback: Board of Directors Skills Audit- Cyndelle Howell & Board Members
Cyndelle Howell overviewed and discussed the PY23 BFWDC skills audit, highlighting areas of need including grant writing and cybersecurity. Cyndelle Howell seeks feedback on board members' skills gaps, and potential recruits. The committee discusses inviting board members for a special session on recommendations. The aim is to establish a baseline for the organization's future direction. They identified the need for unrestricted funds, which entails focusing on grant writing and research. With this information gathered, they can focus on recruiting individuals with specific skills or backgrounds to address identified gaps. Discussions included social service, trauma-informed components, data analysis, and next steps.

Round Table

McKay Construction is building a secret project for John Ramsey Broadmoor on Chapel Hill Blvd.

