



## Benton Franklin Workforce Development Council (BFWDC)

### Executive Committee Minutes

April 25<sup>th</sup>, 2023, 3:15 p.m. Zoom

#### Local Elected Officials

Commissioner Didier

#### Executive Members

Todd Samuel

Lynn Ramos – Braswell

#### Board Members

Jennie Weber

#### Excused

Adolfo de Leon

Amanda Jones

#### Absent

Commissioner McKay

#### Guests

Crystal Bright

#### BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Cyndelle Howell

#### BFWDC Staff Excused

Isaac Estrada

Carya Bair

### Call to Order & Welcome

Todd Samuel called the meeting to order at 3:16 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

March 21<sup>st</sup>, 2023, Executive Committee meeting minutes were presented for a motion to approve.

*Todd Samuel motioned to approve the February 28<sup>th</sup> Executive Committee meeting minutes, and Commissioner Clint Didier seconded; the motion carried unanimously to approval.*

### Board of Directors Elections and Re-Elections

BFWDC CEO Tiffany Alviso recommends a motion to nominate new BFWDC Board of Directors members and re-elections.

- Representing Government: Jessica Rusch, DSHS
- Representing Labor: Andrew Cook, Southwest Washington Northeast Oregon JATC
- Representing Labor: Geoff Arends, LU112-NECA Electrical JATC

*Lynn Ramos-Braswell motioned to approve the nomination of new Benton Franklin Workforce Development Council Board of Directors members and was seconded by Commissioner Clint Didier; the motion was carried unanimously to approval.*

Motion to approve Board of Directors member re-election.

- Representing Business: Lori Mattson, Tri-City Regional Chamber
- Representing Business: Lynn Ramos – Braswell, Gesa.

Board of Directors member re-elections moved to eVote as a voting member will need to recuse from the motion.

### **Program Funding**

Program Manager Jessie Cardwell shared that Washington State Employment Security Department (ESD) is reallocating unspent Rapid Response funds to local areas interested in receiving additional funds for their Dislocated Worker programs. They are in good standing with their expenditures. The area's reallocation amount is \$42,507, which must be spent fully by June 30, 2024. Because they can use these funds until June 2024, \$13,309 will be applied to PY22, and the rest, \$29,198, will be applied to PY23 to help increase funds for the first quarter when there is a cap.

BFWDC staff recommends increasing Career Path Services PY22 WIOA Title IB contract by an additional \$13,309 beginning April 10, 2023, bringing the contract total to \$773,072.

*Todd Samuel motioned to award the WIOA Title IB Dislocated Worker Subrecipient Contractor, Career Path Services, an additional \$13,309, bringing the total contract amount to \$773,072, Effective April 10<sup>th</sup>, 2023, and Lynn Ramos-Braswell seconded; the motion carried unanimously to approval.*

*Board Member Jennie Weber was recused.*

### **Financial Reports February 2023 and Budget Revision** – Jan Warren, CFO

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

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures ending 02/28/23 for the corporate entity account. The balance sheet shows little activity; money market interest earned.

Todd Samuel asked Jan if funds have been coming in from the "donate" button on the BFWDC website <https://www.bentonfranklinwdc.com/donate>. Jan shared that there haven't been any additional reported donations.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 02/28/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account. Jan commented that a negative balance was reflected on the checking account, but they have confirmation that the money was coming. Towards the last part of February, they had their board retreat, a holiday, and with February being a short month, some of those grant requests were processed on March 1<sup>st</sup>.

Jan presented the PY22 budget revision (contained in the meeting materials), including PY21 funds, reallocated EcSA funds, OHDC outreach, and CDBG grant revision, recommending a motion be brought forth to approve as presented. Jan summarized that actual events prompted this revision, which doesn't affect the overall budget or spending. It's just moving some costs from one line item to another.

*Todd Samuel motioned to approve the PY22 Budget Revision as presented and was seconded by Lynn Ramos-Braswell; the motion was carried unanimously to approval.*

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 02/28/23. Jan presented the balance sheet and reflected that these are very

consistent expenses, which usually don't fluctuate monthly. Jan shared that they are at 62% of their annual budget this program year and are on target and where expected.

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

National Association of Workforce Boards (NAWB) Conference "The Forum"

Tiffany Alviso provided a recap of the NAWB Conference, "The Forum," attended by the C-Suite Team (Jan Warren, David Chavey-Reynaud, and Tiffany Alviso) and Board Member Lynn Ramos-Braswell, at the end of March. She shared that over 1500 workforce leaders attended and generated \$20,000 in economic impact in Washington, DC. They had the opportunity to meet with the Department of Labor and participate in a DOL convening covering Region 6. With this, the WWA will work with Annie Leonetti, the DOL head of Region 6, to facilitate additional meetings. There were 150 speakers this year, which provided solid conference content. Tiffany discussed their Hill Climb and that the team met with Senator Cantwell, Senator Murray's staff, the Washington State delegation, and Congressman Newhouse. They then attended the Western caucuses reception.

**BFWDC Strategic Plan**

Tiffany shared the progress being made on the BFWDC Strategic Priority development. During the board retreat in February, the key areas of outreach, funding, and board engagement were identified as growth areas, and they have developed strategies underneath. They have been scoping out how to move the needle as a team. The document is almost in its final draft form. The draft document will be sent out to the board members by the end of this week (04/28/23). The Board of Directors will be able to review it and provide feedback. As a team, they will identify the team members responsible for action items and timeframes. The identified priority areas and actions will be presented to the Board of Directors, starting with the Executive Committee, and finalized afterward.

**Liaison Report** – David Chavey-Reynaud, COO

David covered the Liaison report included in the meeting packet. He provided an overview of the traffic at WorkSource Columbia Basin and TC Futures and WIOA program outcomes. Cumulative participants served for federal and state EcSA were discussed. Community Development Block Grant (CDBG) and Outreach to Historically Disadvantaged Communities (OHDC) outcomes were reviewed, including site placements, referrals, and program targets. David asked members to review the information in the meeting materials and to reach out if there were any questions.

**Executive Member Round Table**

Due to time constraints and the Board of Directors meeting immediately following, good of the order items were tabled for the Board of Directors meeting.

**Adjournment**

Todd adjourned the executive committee meeting at 3:57 p.m.

**Next Meeting**

**Executive Committee Meeting** – Tuesday, May 30<sup>th</sup>, 2023, at 4:00 p.m. on ZOOM

**Quarterly Board Meeting** – Tuesday, July 25<sup>th</sup>, 2023, at 4:00 p.m. via Hybrid Zoom/WSCB

Respectfully Submitted:

DocuSigned by:

*Todd Samuel*

7/27/2023

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Todd Samuel, Board Chair

Date

DocuSigned by:

*Cyndelle Howell*

7/27/2023

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Cyndelle Howell, Administrative Assistant

Date