



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

October 25th, 2022, 3:00 p.m. Zoom

Local Elected Officials

Commissioner McKay

Executive Members

Todd Samuel

Dennis Williamson

Adolfo de Leon

Amanda Jones

Board Members

Lynn Ramos – Braswell

Excused

Commissioner Didier

Absent

Jennie Weber

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Cyndelle Wood

Jessie Cardwell

DeAnn Bock

Isaac Estrada

Becky Tuno

Call to Order & Welcome

Todd Samuel called the meeting to order at 3:01 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle Wood 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

September 27th, 2022, Executive Committee meeting minutes were presented for a motion to approve.

Dennis Williamson motioned to approve the September Executive Committee meeting minutes, and Adolfo de Leon seconded – The motion carried unanimously to approval.

Clifton Larson Allen LLP (CLA) Audit – MoniQue Didier, Emily McCann & Deborah Hutchinson

The CLA Audit team provided a slide deck of the most recent audit performed for BFWDC. The CLA Team discussed a few different deliverables they have issued, including financial statement reports and a report on the internal control over financial reporting and compliance. And lastly, a report on compliance with major program requirements. They are also required to issue a governance communications letter and have provided a draft of the 990 (federal tax return) that was discussed briefly. There were no findings in the testing of the federal funds, WIOA cluster, financial statements, or compliance.

Financial Reports August 2022 – Jan Warren, CFO

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

Corporate: Jan highlighted the balance sheet for the corporate entity account as of 8/31/22 and the statement of revenues and expenditures from 7/1/22 through 8/31/22. There has been little change with this account, as most of the activity occurs quarterly.

Main WDC: The balance sheet for the main WDC account as of 8/31/22 was reviewed, and the statement of revenues and expenditures from 7/1/22 through 8/31/22. Receivables have been split into categories

(OHDC, CDBG, Receivable – WIOA, ESD grants) to capture those indirect costs, so they do not get lost in other accounts. Expenses are on target currently. Salaries and payroll-related expenses will be adjusted when they make the vacation accrual adjustments. Professional services and contracts are overbudgeted; this includes IT services, Payroll – Pay Plus Benefits, and audit services, together with undetermined costs that are going to be related to the outreach grant (OHDC). Some changes will be made with OHDC grant-related funds once they are identified as to how they will be spent.

WSCB: Lastly, Jan discussed the WSCB Partnership account balance sheet as of 8/31/22 and the statement of revenues and expenditures from 7/1/22 through 8/31/22.

BFWDC credit card limit and additional card needs – Tiffany Alviso, CEO

Tiffany Alviso outlined the business need for a credit card increase to the CEO's credit card and the addition of two credit cards, one for the COO for \$5,000 as a limit and then their administrative assistant in the amount of \$5,000. Tiffany discussed the reconciliation process and purchase order system presently in place to ensure all card transactions are approved. Tiffany relayed the difficulty in conducting business with a company of their size with an annual budget of five million. As the CEO of the Benton Franklin Workforce Development Council, Tiffany communicated that they have a business need to expand and have the CEO card limit increased to \$50,000. Tiffany met with the BFWDC leadership team, and this is the amount that they thought would allow them to move forward succinctly and intentionally with their business transactions and be able to meet those scopes that she had mentioned.

Will McKay motioned to approve the increased credit card limit in the amount of \$50,000 for the CEO, and Amanda Jones seconded; the motion carried unanimously to approval.

Adolfo de Leon motioned to approve the additional credit card in the amount of \$5,000 for the COO, and Dennis Williamson seconded; the motion was carried unanimously to approval.

Dennis Williamson motioned to approve the additional credit card in the amount of \$5,000 for the Administrative Assistant, and Adolfo de Leon seconded; the motion carried unanimously to approval.

Motion to Approve the QUEST NDWG Subrecipient Contract in an amount not to exceed \$650,000 to Career Path Services, Effective December 1, 2022 – September 30th, 2024, Utilizing Sole Source Procurement–Jessie Cardwell.

Jessie Cardwell shared that in July, the BFWDC and ten other WDAs across the state applied for QUEST (Quality Jobs, Equity, Strategy, and Training) National Dislocated Worker Grant (NDWG) funds. The Department of Labor (DOL) offered 140 million, and Washington State requested 15 million and was awarded the full amount for our area. The Department of Labor will use the typical dislocated worker formula to disperse the 15 million to the 11 WDAs. These funds will be used to enhance the public workforce system to help those that have lost their job and maybe are underemployed due to COVID-19. The focus is reaching marginalized populations and helping them get high-quality jobs, business partnerships, and training services. Washington state's contract with the DOL started on September 26th. They anticipate receiving a contract with the state at the end of November. They're looking to do a December 1st start in our local area. Due to this quick turnaround time, they did decide to sole source procure with Career Path Services as they are the current dislocated worker contractor. They have demonstrated success in these national dislocated worker grants through employment recovery and with their work with the Consortium for disaster recovery.

Dennis Williamson motioned to approve the QUEST NDWG Subrecipient Contract in an amount not to exceed \$650,000 to Career Path Services; Effective December 1, 2022 – September 30, 2024; utilizing Sole Source Procurement, Commissioner Will McKay seconded; the motion carried unanimously to approval.

PY21 Annual Monitoring Summary - Ad, DW, RR, NDWG – Jessie Cardwell

Jessie Cardwell provided an overview of the PY21 Annual Monitoring Summary that took place in May, May 23, 2022, through June 9, 2022, covering the Adult, Dislocated Worker, Rapid Response, and NDWG programs. Jessie shared that they determined that the BFWDC complied with all the requirements of WIOA and its regulations, all the federal rules in Washington and Washington state policies, and the data element validation requirements.

PY21 Annual Monitoring Summary – Youth – Cynthia Garcia

Cynthia Garcia provided an overview of the PY21 Annual Monitoring Summary that took place in May, May 23, 2022, through June 9, 2022, covering the Youth program. Their quarterly Continuous Quality Improvement (CQI) monitoring has been noted as a best practice. Their focus included the eligibility for COVID enrollment or enrollment exceptions, youth program elements, outcomes, program completion, supportive services, case notes, and program entries. The monitors raised one question regarding missing documentation to prove the status to work in the United States. However, our subrecipient quickly responded to this questioned cost and provided the documentation necessary to determine that this questioned cost was allowable.

Liaison Report Presentation – Cynthia Garcia

Cynthia covered the Liaison report included in the meeting packet. Due to time constraints, Cynthia asked members to review the information and to reach out if there were any questions.

Round Table

Board Chair Todd Samuel encouraged members to view the meeting attachments as the reports included have valuable information.

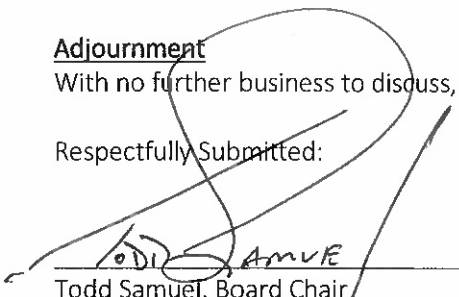
Next Meeting

Executive Committee Meeting – Tuesday, November 29th, 2022, at 4:00 p.m. on ZOOM
Quarterly Board Meeting – Tuesday, January 31st, 2022, at 4:00 p.m. on ZOOM


Adjournment

With no further business to discuss, the meeting of the Executive Committee adjourned at 3:53 p.m.

Respectfully Submitted:


Todd Samuel, Board Chair

12/14/2022
Date


Cyndelle Wood, Administrative Assistant

12/14/22
Date