



Executive Committee Meeting

July 26, 2022, at 3:15 PM

Zoom

Please note – This meeting is being recorded for record-keeping and quality assurance purposes.

Promoting a prosperous community by providing a progressive workforce system

AGENDA

- 1. Call to Order** - Todd Samuel
 - Welcome New BFWDC Team Member – Tiffany Alviso
 - Excused Absences – Cyndelle Wood
- 2. Welcome & Roll Call** – Cyndelle Wood
- 3. Approval of Committee Minutes** - Todd Samuel
 - Executive Committee - June 28, 2022 (Needs a vote)
- 4. Finance Reports for May 2022** - Jan Warren
- 5. Motion to Approve Program Year (PY) 22 Budget** - Jan Warren
 - Motion to approve Program Year 22 Budget (Needs a vote)
- 6. BFWDC Bylaw Edits** – Tiffany Alviso
 - Motion to approve 7.26.22 BFWDC Bylaws as presented (Needs a vote)
- 7. WIOA Title IB PY22 Adult and Youth Sole Source Procurement Memo** – Tiffany Alviso
 - Motion to approve Sole Source Procurement for PY22 Adult Contract utilizing Career Path Services as the sub-recipient (Needs a vote)
 - Motion to approve Sole Source Procurement for PY22 Youth Contract utilizing Career Path Services as the sub-recipient (Needs a vote)
- 8. CEO Updates** - Tiffany Alviso
- 9. Liaison Report** – David Chavey
- 10. Next Meeting**
 - Executive Committee Meeting – Tuesday, August 30, 2022, at 4:00 PM on Zoom

Attachments

- a. 2022.06.28 Executive Committee Minutes
- b. 2022.05 Finance Reports
- c. 2022.07 Program Year (PY) 22 Budget Memo - July 1, 2022, to June 30, 2023

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.



- d. 2022.07 Available Funds - Carry in Document
- e. 2022.07 BFWDC Bylaws
- f. 2022.07 BFWDC WIOA Title IB PY22 Adult and Youth Sole Source Procurement Memo
- g. 2022.07 PY22 Budget - July 1, 2022, to June 30, 2023
- h. 2021.06 Liaison Report
- i. 2022.06 Liaison Report
- j. 2022.06 WorkSource Operator Monthly Report
- k. 2022.06 TC Futures Report

***Benton-Franklin Workforce Development Council contributes to our prosperous community
by elevating the human potential.***

*The Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available
upon request to individuals with disabilities. Washington Relay Service 71*



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

June 28, 2022

4:00 p.m.

Zoom

Executive Members

Commissioner McKay
Commissioner Didier
Todd Samuel
Adolfo de Leon
Dennis Williamson
Amanda Jones

Excused Absence

N/A

BFWDC Staff

Tiffany Alviso
Jan Warren
David Chavey
Cynthia Garcia
Diana Hamilton
Jessie Cardwell
DeAnn Bock
Isaac Estrada

Board Member

Jennie Weber

Call to Order

Todd Samuel called the meeting to order at 4:00 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Roll Call

Tiffany Alviso conducted a roll call of Board Members. Tiffany welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Todd Samuel provided the minutes from May 31, 2022, Executive Committee Meeting for members to review.

Will McKay moved to approve May 31, 2022, Executive Committee Meeting Minutes as presented, seconded by Dennis Williamson. Motion carried.

Financial Reports as of 4/30/2022

Jan Warren shared the cooperate entity balance sheet. There have been no significant changes from last month. The CD interest and vacation accrual adjustment occur quarterly. The only difference is the small monthly interest added to the money market account. The statement of interest and expenditures reflects the recorded interest. The rest of the report has stayed the same.

Jan shared the balance sheet for the BFWDC main account. The cash account reflects a negative balance. The accounts receivable line shows the outstanding balance for each fund source. What has caused this negative amount is the processing time for the Community Development Block Grant funded by the Department of Commerce. This has created a bit of a challenge for our cash flow. We need to address this by moving some additional funds from the

corporate entity to the main account to cover that gap because the time we accrue the expenses and when we get the reimbursement is lagging. This change will show up on the due to and from line and be on the year-end statement. After the adjustment is made, we will be fine. The revenue and expenditure statement for the BFWDC shows that we are at 80% expended. Jan is comfortable with these numbers. We are in the final quarter of the program year and just paid some invoices for significant expenses that will appear on the May and June reports. One was an HVAC repair, another a new server. On the sub-recipient line item, our service providers are doing excellent work in utilizing their awards. They are lining up well with the spending targets established at the beginning of the year.

Jan presented the balance sheet for WorkSource Columbia Basin. There is an IFA credit that has been fully utilized. The revenue and expenditure statement shows the most considerable expense being the rent and facilities. There will be an increase due to HVAC issues in the WorkSource suite. There will also be a carpet cleaning expense posted soon. Once all the June expenses have been published, Jan will prepare the annual reconciliation for the partners. This is a recommendation from last year's audit.

BFWDC Bylaw Edits Discussion

Tiffany Alviso shared that the PY21 State Monitoring went very well. The official report will be disseminated in the months to come. In the official exit meeting, it was communicated that there would be no finding for the BFWDC. Congratulations to the team at the BFWDC, system partners, and sub-recipient contractors. There is fantastic work being conducted in our local area.

It is common for monitors to make recommendations for improvement upon reviewing documents. It has been recommended that we dive into our bylaws and make two changes. One to shift the authorizing forum of the hiring and firing of the CEO from the Executive Committee to The Full Board of Directors. The other is to elaborate on the definition of quorum as it relates to each committee of the BFWDC.

Edits will be made and presented to the Executive Committee for action in June and then placed on the Quarterly full board agenda for review and approval.

BFWDC Organizational Changes

Tiffany Alviso announced there have been and are still some life pivots for employees of the BFWDC. A new organization chart will be shared at the July board meeting to demonstrate the changes visually. The talent remains strong at the BFWDC.

Diana Hamilton will be leaving the BFWDC in early July for retirement. Staff and Board Members thanked Diana for her services and conveyed how much she will be missed. All the best with her future endeavors was the sentiment.

OSO RFP Conflict of Interest/Firewall

Tiffany Alviso communicated a gap identified by the state monitors that need to be filled. There was an unintentional oversight regarding the execution of two different forms in connection with the One-Stop Operator procurement and subsequent contract with the Benton-Franklin Workforce Consortium last spring. David Chavey is currently working on obtaining Conflict of Interests; then, he will get signatures on the firewall agreement.

CEO Updates

Tiffany Alviso thanked the Executive Board Members for their quick response in approving the electronic motions presented between convenings. These actions allowed BFWDC staff to meet the business need of getting grants and contracts moving and not delay authorization and funding. Motions included all three formula contracts (Adult, Youth, Dislocated Worker), One-Stop Operator, and Economic Security for All (State – Round 3).

Liaison Report Presentation

David Chavey shared details of the Liaison Report. The month-to-month numbers have gone up gradually across all areas for WorkSource Columbia Basin (WSCB). The Workforce Innovation and Opportunity Act (WIOA) Title 1B Programs are 96% of the monthly total served participant target and 73% employed monthly exit target. Unemployment for Benton County has held at 4.5%, and Franklin County is down 1.6 % to 5.8%. We are sitting pretty compared to previous years.

Executive Member Round Table

Due to time constraints, no round table items were presented this month.

Next Meeting

Executive Committee Meeting – Tuesday, July 26, 2022, at 3:15 p.m. – Zoom

Adjournment

The meeting of the Executive Committee adjourned at 5:01 p.m.

Respectfully Submitted:

Todd Samuel, Board Chair

Date

Tiffany Alviso, CEO

Date

Benton Franklin Workforce Development Council
Balance Sheet - Unposted Transactions Included In Report
10 - Corporate Entity
As of 5/31/2022

		Current Period Balance
<hr/>		
Asset		
Cash (Checking Acct - CE)	1110	547.14
Corporate Entity MM Account	1111	88,994.96
CE 12 month CD	1112	<u>52,548.57</u>
Total Asset		<u><u>142,090.67</u></u>
Liabilities		
Accrued Vacation Payable	2500	96,366.84
Due to/from other funds	2990	<u>(12,000.00)</u>
Total Liabilities		<u>84,366.84</u>
Net Assets		57,718.83
Total Liabilities and Net Assets		<u><u>142,085.67</u></u>

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Corporate Entity
From 7/1/2021 Through 5/31/2022
(In whole numbers)

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Percentage of current period</u>	<u>Annual Budget</u>	<u>Percentage of Total Budget</u>
Revenue					
Interest/Program Income	267	0	0.00%	0	0.00%
Donations/Contributions (unrestricted)	5	0	0.00%	0	0.00%
Total Revenue	<u>272</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Expenses					
Donation fees	1	0	0.00%	0	0.00%
Dues, Fees and Subscriptions	20	0	0.00%	0	0.00%
Non WIOA Expenses	3,043	0	0.00%	0	0.00%
Total Expenses	<u>3,063</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Net Surplus/ (Deficit)	<u>(2,791)</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>

Benton Franklin Workforce Development Council
Balance Sheet - Unposted Transactions Included In Report
20 - WDC Main
As of 5/31/2022

		Current Period Balance
<hr/>		
Asset		
Cash (Bank Acct - WDC)	1120	(2,026.57)
CDBG Receivable	1201	36,452.62
AR OHDC	1202	4,601.13
Receivable (Grants)	1300	332,845.59
Total Asset		<u>371,872.77</u>
Liabilities		
Accounts Payable (AP System)	2000	350,820.87
Due to/from other funds	2990	12,000.00
Total Liabilities		<u>362,820.87</u>
Net Assets		9,051.90
Total Liabilities and Net Assets		<u>371,872.77</u>

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
20 - WDC Main
From 7/1/2021 - 5/31/2022
(In Whole Numbers)
Excel spreadsheet with Budget

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Grant/Contract Revenue	4,105,355	4,254,237	96.50%	4,595,768	89.33%
Interest	11	0	0.00%	0	0.00%
Misc/Other Revenue	89,349	60,000	148.92%	101,161	88.32%
Total Revenue	4,194,715	4,314,237	97.23%	4,696,929	89.31%
Expenses					
Sub-Recipient Reimbursements	3,066,707	3,194,576	96.00%	3,485,368	87.99%
Rent and Facilities	70,670	67,828	104.19%	72,280	97.77%
Salaries and Wages	659,337	617,690	106.74%	674,615	97.74%
Payroll Taxes and Benefits	185,696	200,705	92.52%	220,007	84.40%
Non-WIOA reimbursment	(3,043)	0	0.00%	0	0.00%
Professional Services and Contracts	64,486	49,680	129.80%	52,010	123.99%
TC Futures	58,899	65,000	90.61%	70,000	84.14%
Travel and Training	27,406	49,965	54.85%	50,115	54.69%
Supplies, Furniture and Equipment	15,219	12,750	119.36%	13,900	109.49%
Equipment and Software - Lease and Maintenance	18,922	24,415	77.50%	26,075	72.57%
Communications (Telephone, Postage and Internet)	5,352	6,863	77.98%	7,544	70.94%
Insurance	7,606	7,606	100.00%	7,606	100.00%
Dues, Fees and Subscriptions	17,458	17,159	101.74%	17,409	100.28%
Total Expenses	4,194,715	4,314,237	97.23%	4,696,929	89.31%
Net Surplus/ (Deficit)	0.00	0.00	0.00%	0.00	0.00%

Benton Franklin Workforce Development Council
Balance Sheet - Unposted Transactions Included In Report
30 - WSCB Partnership
As of 5/31/2022

		Current Period Balance
Asset		
Cash (Bank Acct - WSCB)	1130	43,979.76
Accounts Receivable	1200	<u>629.00</u>
Total Asset		<u><u>44,608.76</u></u>
Liabilities		
Accounts Payable (AP System)	2000	<u>10,223.84</u>
Total Liabilities		<u><u>10,223.84</u></u>
Net Assets		34,384.92
Total Liabilities and Net Assets		<u><u>44,608.76</u></u>

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30 - WSCB Partnership From 7/1/2021-5/31/2022

(In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Partner Revenue	202,030	202,045	99.99%	220,413	91.66%
IFA Adjustments	(20,952)	0	0.00%	0	0.00%
Sub-Lease Revenue	143,458	143,458	100.00%	156,500	91.67%
Employee Recognition Non-Operating Income	498	0	0.00%	0	0.00%
Total Revenue	325,034	345,504	94.08%	376,913	91.66%
Expenses					
Rent and Facilities	330,336	307,431	107.45%	338,018	97.73%
Supplies, Furniture and Equipment	9,228	14,100	65.45%	15,375	60.02%
Employee Recognition	578	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	0	1,200	0.00%	1,200	0.00%
Managed Print	85	6,160	1.38%	6,720	1.26%
Business/Community	4,998	4,675	106.91%	5,000	99.96%
Dues, Fees and Subscriptions	2,654	9,675	27.43%	10,600	25.04%
Total Expenses	347,879	343,241	101.35%	376,913	92.14%
Net Surplus/ (Deficit)	(22,845)	2,263	0.00%	0	0.00%

Benton Franklin Workforce Development Council
Proposed Budget for PY22
July 1, 2022 – June 30, 2023

Questions? Please contact:
Jan Warren, CFO
jwarren@bf-wdc.org or 509-734-5979

Funding:

The formula awards for Program Year 2022 were reduced for the second consecutive year. In addition, several funding sources, Rapid Response, Economic Security for All, Disaster Recovery and Employment Recovery ended prior to the beginning of the new program year.

In addition to the formula grants, the BFWDC will continue to manage two grants funded by Department of Commerce and two releases of Economic Security for All.

Personnel:

Two new positions were added and some restructuring of personnel took place recently. In order to manage the workload associated with Together We Rise grant, the BFWDC has hired a Communications Coordinator. An Administrative Assistant joined the team on July 1, and will provide much needed support to Programs and Fiscal staff. July 2022 also marked the retirement of the WIOA Programs Manager. The Programs Coordinator was promoted to fill this important role to oversee WIOA programs.

Budget:

The budget for the 2022 program year was designed to provide the resources needed to best serve the community. We thoughtfully evaluated each line item to ensure the agency is operating efficiently and providing the highest level of service.

BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL
PY22 AVAILABLE FUNDS AND CARRY-IN

<i>Award</i>	<i>Source</i>	<i>Admin</i>	<i>OSO/tcF</i>	<i>Contract</i>	<i>Carry-in</i>	<i>Other</i>	<i>Available</i>		
773,391	Adult PY22	(77,339)	(75,160)	(568,307)	109,806		162,391		
872,992	DW PY22	(87,300)	(85,840)	(759,763)	270,409		210,498		
819,162	Youth PY22	(81,916)	(65,000)	(668,455)	181,488		185,279		
								558,168	<i>Formula PP</i>
246,555	ACP PY22	0	0	0	134,520		381,075	<i>Formula PA</i>	
								<i>Salaries</i>	<i>Indirect</i>
280,489	EcSA R2	0	0	(245,372)	26,580		26,580	15,155	11,465
434,166	EcSA R3	0	0	(371,204)	0		62,962	44,305	18,657
510,000	CDBG	0	0	(448,716)	31,062		31,062	24,007	7,055
500,000	OHDC **	0	0	0	455,269		455,269	386,979	68,290
									** salaries includes all staff and programs cost
		568,307		3,287,817					
		759,763		(65,000)					
		668,455							
		245,372							
		371,204							
		448,716							
	Subrecipient	160,000							
	Contracts	3,221,817							

BY-LAWS

BENTON FRANKLIN
WORKFORCE DEVELOPMENT
COUNCIL

JULY 26, 2022

ARTICLE I

Name

The name of this organization shall be the Benton Franklin Workforce Development Council, hereinafter referred to as the BFWDC.

ARTICLE II

Membership

The Corporation shall have no members.

ARTICLE III

Purpose

It is the responsibility of the BFWDC to provide policy guidance for, and exercise oversight in partnership with, the local chief elected county officials in the development and maintenance of a Local Area Plan for the workforce development system in the service delivery area.

ARTICLE IV

Definitions

- 4.1 Workforce Innovation and Opportunity Act Public Law 113-128, July 2014, and any amendments thereto, hereinafter referred to as the “Act”.
- 4.2 Workforce Development Area. Hereinafter referred to as the “WDA” shall be Benton and Franklin Counties, State of Washington, as designated by the Governor, pursuant to Section 106 of the Act.
- 4.3 The Benton-Franklin Workforce Development Council, Incorporated. Hereinafter referred to as the Corporation is the Workforce Development Council as established by Section 107 of the Act, nominated by the Parties and certified by the Governor, State of Washington.
- 4.4 Boards of County Commissioners. The BFWDC is established by the Boards of County Commissioners of Benton and Franklin Counties, Washington, hereinafter referred to as the Parties, as provided for in Section 107 of the Act.
- 4.5 Joint Powers Agreement. An Agreement between Parties and the BFWDC designating the grant recipient and the administrative entity and delineating the authority and responsibilities of both.
- 4.6 Directors. Directors shall have two categories: active and inactive. “Active” directors are all directors who are not on an approved leave of absence as defined in Article IV, Section 4.4 Number and Tenure. “Inactive” directors are all directors on approved leave. Inactive directors will not be counted in determining a quorum.
- 4.7 Ex-officio Member. Ex-officio (non-voting) members do not have the right to vote at Board meetings, make or second a motion at a Board meeting, or count towards a quorum at a Board meeting.
- 4.8 Parties. See 4.4 - Boards of County Commissioners

- 4.9 Interlocal Agreement. An agreement that authorizes local government units to make the most efficient use of their powers and resources to cooperate with each other on a basis of mutual advantage in facilitating job training and related services under the Workforce Innovation and Opportunity Act.

ARTICLE V

Operations

- 5.1 In order to carry out its functions, the BFWDC:
- a. Shall in accordance with the WIOA Local Area Plan, prepare and approve a budget for itself.
 - b. Prepare and approve budgets from non-WIOA resources, if appropriate.
 - c. Shall develop and adopt its own Bylaws.
 - d. Shall operate in accordance with written policies and procedures approved by the BFWDC.
 - e. May create a wholly owned subsidiary to operate any and /or all earned income ventures.
- 5.2 The BFWDC shall carry out appropriate provisions of WIOA and comply in that act and Laws, Rules, and Regulations and the implementation of the State of Washington Provisions, as issued for the “workforce development area” under 29.USC 2831.
- 5.3 The BFWDC may pursue additional non-WIOA funds to develop ideas and programs that meet the general purpose of the BFWDC.

ARTICLE VI

Board of Directors

- 6.1 General Powers. The business and affairs of the corporation shall be mandated by the Board of Directors or by the Board’s Executive Committee as provided for in these bylaws.
- 6.2 Appointment Process. Members of the Board shall be appointed by the Parties from among nominations or recommendations in accordance with the Act.
- 6.3 Composition of the Board. The composition of the Board shall be consistent with qualifications as outlined in the Act. Accordingly, to the extent necessary for such qualification, the Board shall include the following members:
- 6.3.1 A majority of the Board shall be representatives of business in the local area, who--
- a) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 - b) Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 - c) Are appointed from among individuals nominated by local business organizations and business trade associations;

- 6.3.2 Not less than 20 percent of the members of the Board shall be representatives of the workforce within the local area, who—
- a) Shall include representatives of labor organizations, who have been nominated by local labor federations, or other representatives of employees;
 - b) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program.
 - c) May include organizations that have demonstrated experience and expertise in addressing the employment need of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - d) May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;
- 6.3.3 The Board shall include representatives of entities administering education and training activities in the local area, who—
- a) Shall include a representative of eligible providers administering adult education and literacy activities under title II;
 - b) Shall include a representative of institutions of higher education providing workforce investment activities;
 - c) May include representatives of local education agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
- 6.3.4 The Board shall include representatives of governmental and economic and community development entities serving the local area, who--
- a) Shall include a representative of economic and community development entities;
 - b) Shall include an appropriate representative from the State employment service office under Wagner-Peyser Act (29 U.S.C. 720 et seq.) serving the local area;
 - c) Shall include an appropriate representative of the programs carried out under title I of the rehabilitation Act of 1973 (29 U.S.C. 720 et se), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
 - d) May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - e) May include representatives of philanthropic organizations serving the local area; and
- 6.3.5 The board may include other individuals or representatives of entities as the chief elected officials in the local area may determine to be appropriate.
- 6.4 Number and Tenure. The number of directors shall be not less than twenty-one (21). Ex-officio (non-voting) members of the Board shall include the designees of the Parties and any other individuals designated by the Board.
- 6.4.1 The number of directors may be changed from time to time to any number not less than twenty-one (21) and the appropriate majority and percentages are maintained as per the Act, but no decrease shall have the effect of shortening the

term of any incumbent director. Each director shall hold office until the said term expires, unless that director dies, resigns or is removed. Ex-officio members are not included in this number.

- 6.4.2 Directors may petition the Chair for a leave of absence for a specified period of time not to exceed three (3) months and is renewable at the discretion of the Board Chair. Such leave makes the director non-active for determining a quorum. Attendance at Board meetings will not be counted for non-active directors.
- 6.4.3 Any vacancies in the membership of the BFWDC shall be filled in the same manner as the original appointments and shall serve until the end of that term.
- 6.4.4 BFWDC Directors are on a voluntary, non-salaried basis. Directors may receive reimbursement for expenses for attendance at authorized training or conferences subject to provisions of the Code of Conduct.
- 6.5 Regular Meetings. Regular meetings shall be held on a quarterly basis on the last Tuesday of January, April, July and October. Election of officers shall take place at the October meeting. By motion, the Board may specify the time and place for holding regular meetings without other notice than such motion.
- 6.6 Action by Directors without a Meeting. Any action which is taken at a meeting of the Board or of any committee appointed by the Board may be taken by e-vote. The e-vote is to be sent out and collected by the board secretary. Results will be kept with the meeting minutes of that month.
- 6.7 Special Meetings. Special Board meetings may be called by the Chairman, by any one-third of the active directors or by a majority vote of the Executive Committee.
- 6.8 Notice of Special Meetings. Written notice of each special Board meeting, including the purpose(s) of the special meetings, shall be given to each member at the address shown on the records of the Board at least three (3) days before the meeting. Attendance at special meetings will not be tallied against the attendance provisions stated in 6.15.
- 6.9 Waiver of Notice. Whenever any notice is required to be given to any director under the provisions of the bylaws, the Articles of Incorporation of the Washington Non-Profit Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time state therein, shall be deemed equivalent to the giving of such notice.
- 6.10 Quorum. A majority of the active Directors shall constitute a quorum for the transaction of business at any Board meeting but, if less than a majority is present at a meeting, a majority of the Directors present may continue the meeting to a definite time without further notice. Ex-officio members do not count towards a quorum.
- 6.11 Voting. Each Director shall have one vote, which may not be assigned to another individual. The Chairman may vote on all actions. All actions taken by the full board rather than by the Executive Committee shall require an affirmative vote of a majority of those Directors present and voting (excluding abstentions). The Local Area Plan as required by the Act must be approved by a majority of the active Directors.

- 6.12 Conflict of Interest. Pursuant to the Act, and consistent with Chapter 42.23 Revised Code of Washington, & Section C, General Administration, Provision #440 - conflict of Interest, no Director or Ex-officio member shall cast a vote on the provision of services by that Director/Ex-officio (or any organization which that Director/Ex-officio represents) or vote on any matter which would provide direct or indirect financial benefit to the Director/Ex-officio(or to any agency that Director/Ex-officio represents). Additionally, Directors will adhere to the code of conduct outlined in Appendix A, attached.
- 6.13 Presumption of Assent. A Director of the corporation present at a Board meeting at which action on any corporation matter is taken shall be presumed to have assented to the action taken unless such dissent is entered in the minutes of the meeting, or unless the Director files a written dissent to such action with the person acting as the chair of the meeting before the adjournment thereof, or unless such dissent is forwarded by certified mail to the chair of the corporation within twenty-four (24) hours of the date and time of the adjournment of the Board meeting. A Director who voted in favor of such action may not subsequently dissent.
- 6.14 Open Meetings. Board meetings and meetings of the Executive Committee which result in decisions binding upon the corporation shall be called and conducted in a manner consistent with the Open Public Meeting Act (Chapter 42. 30 R.C.W.)
- 6.15 Attendance. If a Director is absent, without prior notification of absence, from three (3) consecutive regular meetings, the Chairman may declare that position vacant. Directors may not designate alternates to represent them at Board meetings.
- 6.16 Resignations. Directors may resign by submitting a written notice to the board secretary. Resignation shall be effective when received by the board secretary.
- 6.17 Removal. In addition to the provisions of Article 6.15, a member of the Board may be removed, with or without cause, by a majority vote of the Directors as provided herein.
- 6.18 Vacancies. Any vacancy occurring on the Board may be filled by the Parties subject to the requirements as set forth in Article 6.4 of these bylaws. A director appointed to fill a vacancy shall serve for the unexpired term of that vacancy.
- 6.19 Members who subsequently retire or no longer hold the position that made them eligible members may not continue to serve on the local board as a representative of that segment.
- 6.20 Governance. Roberts' Rules of Order newly Revised, shall constitute the ruling authority in all cases where they do not conflict with these bylaws, or with any statutes of the state, or the Act.

ARTICLE VII

Officers

- 7.1 Number. The officers of the corporation shall be a Chairman and the Past Chair, Vice-Chairman representing each standing committee, each of whom shall be nominated by the committees and approved by the Full Board. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board.
- 7.2 Election and Term of Office. The officers of the corporation shall be elected annually by the Board at the October full board meeting. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as a Board meeting conveniently may be held. Unless an officer dies, resigns, or is removed, each officer shall hold office until the next annual meeting of the board or until their successor is elected. All officers must be a member of the board in good standing.
- 7.3 Removal. Any officer or agent elected or appointed by the Board may be removed by a majority vote of the Board whenever in its judgment the best interest of the corporation would be served thereby.
- 7.4 Vacancies. Any vacancy in any office because of death, inability to act, resignation, removal, disqualification or any other cause may be filled by the Board for the unexpired portion of that term.
- 7.5 The Chairman shall preside at all Board of Director and Executive Committee meetings and shall appoint committees and their respective Chairs as needed. In general the Chairman shall perform all duties incidental to the office of Chairman and such other duties prescribed by the Board from time to time. The chairman shall be from the Private Sector.
- 7.6 Past Chairman. In the absence of the Chairman or in the event of death, inability or refusal to act, the Past Chairman shall perform the duties of the Chairman and when so acting, shall have all the powers as the Chairman. The Past Chairman shall perform such other duties as from time to time may be assigned by the Chairman or by the board.

ARTICLE VIII

Committees

Section 1

Each Director shall be given the opportunity to participate on a committee.

Section 2

The Permanent Committees of the Benton Franklin Workforce Development Council shall be:

1. Executive Committee
 - a. The members of the Executive Committee shall be the Board Chair, Past Board Chair, Vice Chairs (Chairpersons of each standing committee), one Commissioner representing each county, and one at-large Board member representing each of the two counties served by the corporation. The Board Chair shall preside as Chair of the Executive Committee.

- b. **Duties/Responsibilities.** The purpose of the Executive Committee is to direct and manage the activities of the Benton Franklin Workforce Development Council. The duties of the committee are:
1. Establish budget and audit procedures.
 2. Act on fiscal and/or policy issues recommended by Committees on behalf of the full Board.
 3. Act on behalf of the full Board between regularly scheduled Board meetings.
 4. Provide oversight of Committee actions, other than its' own, in carrying out the Local Area Plan.
 5. Execute an agreement between the Benton and Franklin County Commissioners and the BFWDC that establishes the working relationships and specifies responsibilities of each body of the partnership.
 6. Provide oversight in the identification of eligible providers of training services.
 7. Carry out the duties outlined in the Code of Conduct.
 8. Maintain a structure of WDC's standing committees with assigned duties that carries out the business of the board.
- c. **Quorum.** A majority of no less than 50% of the members of the Executive Committee shall constitute a quorum for the transaction of business at any committee meeting, but if less than 50% of the members are present at a meeting, a majority of the Directors present may continue the meeting to a definite time without further notice.
- 8.1 **Standing and Temporary Committees.** The Board may from time to time appoint standing or temporary committees from its own *number and may include Ex-officio members* and invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by the Board and the applicable law. The Board Chairman shall nominate the Chairman of any committees. That recommendation shall be ratified by the Executive Committee. The Committee Chairman shall keep the Board advised of all activities pertinent thereto. The designation of any such committee and the delegation of authority thereto shall not relieve the Board, or any member thereof, of any responsibility imposed by law. *The Committee Chairman shall determine and appoint a number of Ex-officio members that shall have the right to vote on any standing committee to which they may be appointed.*
- Quorum.** A majority of no less than 50% of the members of the Standing and Temporary Committees shall constitute a quorum for the transaction of business at any committee meeting, but if less than 50% of the members are present at a meeting, a majority of the Board/Ex-officio present may continue the meeting to a definite time without further notice.
- 8.2 **Committee Authorities and Limitations.** The role of standing or temporary committees shall be to review and make recommendations to the Board only. (With the exception of the Executive Committee.)
- 8.3 **Advisory Committees.** The Board may from time to time appoint advisory committees composed of, but not limited to, individuals who are members of the Board. The advisory committees will perform vital fact finding and evaluation functions for the Board. Recommendations of these committees will be given careful consideration by the Board. The Chairman of such advisory committees, if not a Board member, shall serve as an ex-

officio member of the Board to the extent determined by the Board. The Chairman, of the advisory committee(s), shall keep the Board advised of all activities pertinent thereto.

''' **Quorum.** A majority of no less than 50% of the members of Advisory Committees shall constitute a quorum for the transaction of business at any advisory meeting, but if less than 50% of the members are present at a meeting, a majority present may continue the meeting to a definite time without further notice.

8.4 **Committee Meeting Minutes.** All committees shall keep regular minutes of their meetings and shall cause them to be recorded in books kept for that purpose.

ARTICLE IX

Contracts, Loans, Checks, Deposits, and Dissolution

9.1 **Contracts.** The Full Board or its Executive Committee may authorize in writing any officer or officers, or agent, or agents, to enter into any contract(s) or execute and deliver any instrument(s) in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

9.2 **Loans.** No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized in writing by a resolution of the full Board. Such authority may be general or confined to specific instances.

9.3 **Loans to Officers and Directors and Staff.** No loans shall be made by the corporation to its officers, directors, or staff. This does not include travel advances that enable staff to attend training opportunities.

9.4 **Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by at least: two officers or agents, of the corporation and in such manner as is from time to time determined by resolution of the Board.

9.5 **Deposits.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the full Board or its Executive Committee may select.

9.6 **Dissolution.** Upon dissolution of the corporation, any remaining assets will be distributed to a local not-for-profit corporation selected by the Board.

ARTICLE X

Books and Records

The corporation shall keep correct and complete books and reports of account and shall keep minutes of the proceedings of the Board; and shall keep at its registered office or principle place of business a record of the Board, giving the names and addresses of all the Board Members. The assets and operations of the corporation shall be audited by an independent CPA annually.

ARTICLE XI

Corporate Staff

11.1 **Employees.** All staff shall be employees of the corporation, and are "hired at will", consistent with the Washington State Employment Law.

- 11.2 **Chief Executive Officer.** Hiring, dismissal and other personnel actions concerning the Chief Executive Officer shall be the responsibility of the Chairman with the approval of the Board. The Chief Executive Officer shall report to the Chairman of the corporation.

There is no contract between the BFWDC, and its employees. The employment relationship is voluntarily entered into by both parties. BFWDC has the right to terminate the employment relationship (such as during a reduction in force) at any time, for any reason, except those that would violate employment and civil rights laws. The Executive Director will report all reduction in force decisions to the Board of Directors in a timely fashion. The Board has the authority to accept or reverse the decision of the Executive Director.

BFWDC has a compelling need to express to its' employees that federal and state funding is not a given, that grants management environments are unpredictable, and that BFWDC requires total flexibility on future staffing scenarios to accomplish its' mission.

- 11.3 Under the direction of the Chairman, the BFWDC staff shall: (a) keep the minutes of the meetings of the Board; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of corporate records and of the seal of the corporation; (d) sign with the Chairman or other officer authorized by the Chairman or the board deeds, mortgages, bonds, contracts, or other instruments; and (e) in general perform all duties as from time to time may be assigned by the Chairman or by the Board. BFWDC staff shall engage a financial review and audit as prescribed by the Board.

ARTICLE XII

Corporate Seal

The seal of the corporation shall consist of the name of the corporation, the state of its incorporation and the year of its incorporation.

ARTICLE XIII

Indemnification

To the full extent permitted by the Washington Non-Profit Corporation Act, the corporation shall indemnify any person who was or is party or is threatened to be made a party to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the corporation or otherwise) by reason of the fact that person is or was a Director or officer of the corporation, or is or was serving at the request of the corporation as a Director or officer of another corporation against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonable incurred by them in connection with such action, suit or proceeding; and the Board may, at any time, approve indemnification of any other person(s) which the corporation has the power to indemnify under the Washington Non-profit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of the law or by contract.

ARTICLE XIV
Amendments of Bylaws

These bylaws may be amended at any regular meeting of the corporation by a two-thirds vote of the Directors present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

The foregoing bylaws were amended on July 26, 2022 and adopted by the Board of Directors for implementation on July 26, 2022.

Attested to:

Chairman

Date

CEO

Date

CODE OF CONDUCT

In an effort to maintain the high standard of conduct expected of the Council with respect to the management of its own affairs and to enable the Workforce Development Area to continue to offer services required by those in need, the Workforce Development Council adopts the following Code of Conduct applicable to all volunteers.

No Council member shall:

- (1) authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services or property of the Workforce Development Area, except in conformance with WIOA policy;
- (2) accept or seek on behalf of himself or any other person any financial advantage or gain of other than nominal value offered as a result of the volunteer member's Council affiliation;
- (3) publicly utilize any Council affiliation in connection with partisan politics, religious matters or to take position on any issue which is not in conformity with the position of the Council;
- (4) disclose any confidential Workforce Development Council information that is available solely because of the volunteer member's affiliation with the Council to any person not authorized to receive such information or use to the disadvantage of the Workforce Development Area any such confidential information, without the express authorization of the Workforce Development Council;
- (5) no member shall take any action which results in a direct or indirect conflict of interest as later described;
- (6) behave in a manner which is contrary to the best interests of the Workforce Development Council.

1. Direct and In-direct Conflict of Interest

- A. A "Direct Conflict of Interest" arises when a WDC member or the immediate family of a WDC member seeks, obtains or negotiates a financial agreement between the WDC and any entity in which that WDC member, or their immediate family, has a financial interest.

When a direct conflict of interest arises through submission of a proposal by an entity in which the WDC member or their immediate family has a financial interest, in addition to declaring the conflict and abstaining from voting and improper participation, the WDC member shall take an immediate leave of absence from the WDC. The leave of absence shall result in automatic resignation from the WDC if the WDC member receives a contract which results in a direct conflict of interest, or if the leave of absence lasts longer than 90 calendar days. The leave of absence shall end with full reinstatement to WDC membership and any WDC office or committee position if the proposal giving rise to the direct conflict is withdrawn or is not funded by the WDC prior to resignation.

- B. An “Indirect Conflict of Interest” arises when the situation involves a public or non-profit organization rather than a for-profit entity. If the WDC member or their immediate family, work for or is on the Board of a public or non-profit entity which seeks or obtains or negotiates any financial agreement with the WDC, an in-direct conflict of interest is created.
- C. An indirect conflict of interest is also created when a WDC member or their immediate family or any organization in which they have a financial interest, or any public or non-profit organization for which they work or on whose board they sit, sells \$25,000 or more in goods or services to any entity which seeks, obtains, or negotiates a contract with the WDC.

“Financial interest” means ownership of any interest from which one would be entitled to receive money or holding a position in a business such as an officer, director, trustee, partner, employee, or the like or holding any position of management. (Article 12-Ethics in Public Contracting, American Bar Association Model Procurement Code.) One cannot hold a financial interest in a public or non-profit organization.

“Immediate family” shall be defined in accordance with WAC CH. 356-18-p 5 and limited to: spouse, son, daughter, grandchild, foster child, son-in-law, or daughter-in-law, grandparent, parent, brother, sister, niece, nephew, aunt, uncle, first cousin, brother-in-law, or sister-in-law.

2. Declaration of a Conflict of Interest

Direct and indirect conflict of interest must be declared by WDC members as follows:

- A. The member notifies the entity letting the contract, in writing, of the member’s potential conflict of interest;
- B. The entity letting the contract records this notice from the member along with its reasons why the contract award is in the public’s best interest;
- C. A copy of the members notice to the entity letting the contract, and a copy of the entities statement of reasons for awarding the contract, are both sent to the particular council to which the member belongs.

Potential direct or indirect conflicts of interest must also be declared, including any reasonable likelihood that the WDC members or their immediate family, or the organization for which they work on or whose board they sit will obtain a financial interest in, or will work for or will sell \$25,000 annually or more in goods or services to the potential WDC, excluding reimbursement to employers for OJT training expenses (due to the fact that On-The-Job Training agreements are available to any qualified employer in the Workforce Development Area and not competitively procured). Should any after-the-fact conflict arise, the WDC shall be immediately informed of both the conflict-of-interest situation and the circumstances which reasonably prevented advance declaration of the conflict of interest.

All conflict-of-interest requirements apply alike to full WDC and to WDC Committee meetings, and to all other WDC procurement and contract management processes. Minutes of WDC meetings and procurement files must show all conflict declarations.

3. Voting

WDC Members who have a potential direct or indirect conflict of interest must abstain from voting after declaring the conflict. Minutes of all WDC meetings must show all abstentions. No WDC member with a direct conflict of interest will vote. Those with a direct conflict will have resigned from or taken a leave of absence from the WDC.

4. Participation

WDC members must refrain from participating in all stages of the procurement process, or in the execution or operation of resultant contracts, if they have a direct or indirect conflict of interest. Proscribed participation includes:

- A. Participating in the Local Area planning process to the extent of advocating that a certain service be provided or procured, or that certain language be adopted which is likely to result in a contract for that WDC member or their immediate family, or any for-profit, non-profit, or public entity which they represent, work for, or for which they hold a Board seat. Merely voting on the Local Area Plan does not constitute a conflict of interest;
- B. Drafting, reviewing, or approving a procurement instrument which the WDC member or their immediate family, or any entity they represent intends to or does in fact respond to by submitting a bid or proposal;
- C. Participating in the provider selection process, including voting on, scoring or commenting on the bid or proposal which creates the conflict, or voting on or commenting on a rival proposal. A rival proposal is one which competes for the same funding as the proposal which creates the conflict situation. For example, voting on a youth proposal is permissible if the WDC member has an in-direct conflict of interest due to a proposal which only seeks WIOA adult funding;
- D. Negotiating, executing, signing, monitoring, or resolving any contract dispute in which the WDC member or their immediate family has a direct or indirect conflict of interest;
- E. Attempting to influence a funding decision by lobbying for or advocating for acceptance of a proposal or bid in which that WDC member or their immediate family has a direct or indirect conflict of interest.

5. Appearance of a Conflict of Interest

All WDC members shall avoid the appearance of a conflict of interest. To this end, no WDC member shall have an ongoing direct conflict of interest.

Prospective WDC members shall declare all potential direct and indirect conflict of interest situations prior to WDC appointment. Declaration shall be to both the appointing authority and to the WDC itself.

6. Officers and Committee Chairs

No WDC Officer or Committee Chair shall have either a potential direct or indirect conflict of interest. WDC members with an indirect conflict (i.e. they represent a public agency on the WDC and that WDC agency is a WDC contractor) may remain on the WDC but cannot serve as a WDC officer or committee chair. Direct conflicts must result in a leave of absence and subsequent reinstatement or resignation.

7. Sanctions

If any WDC member violates this policy, that member shall be subject to sanction, including but not limited to removal from the WDC and/or removal as an Officer or Committee Chair. In addition, civil penalties may be sought in the event the WDC incurs disallowed cost or damages due to violation of this Code of Conduct.

8. Notice

This Code of Conduct shall be referenced in the WDC/LEO agreement, the Local Area Plan, WDC procurement policies and in WDC contracts and personnel policies.

I have read and understand the Code of Conduct of the Benton-Franklin Workforce Development Council Bylaws.

Signature

Date

MEMORANDUM

DATE: July 21, 2022

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: David Chavey-Reynaud, Chief Operations Officer

SUBJECT: Motion to utilize Sole Source Procurement to award PY22 Adult and Youth Contracts to Career Path Services

Background: During the May 2022 State Monitoring visit, it was discovered that the Requests for Proposals (RFPs) sent out for Program Year (PY) 2018 WIOA Youth and Adult Contracts iterated that both were 1-year contracts, with an option to extend for an additional 3 years. As a result, the BFWDC needs to reprocure for both contracts for PY22 to remain consistent with our initial RFP.

The BFWDC is seeking board approval for a sole-source procurement for our Youth and Adult contracts for PY22 on the basis that the COVID-19 Pandemic poses a public emergency, resulting in a need to remain with our current Youth and Adult providers. As previously shared with the board the BFWDC staff plan to competitively procure for Adult, Youth, and Dislocated Worker contracts for PY23. Sole Source procurement is allowed under local, state, and federal policy.

BFWDC staff recommends awarding Career Path Services the PY22 WIOA Adult and Youth Contracts, beginning July 1, 2022, through June 30, 2023, via sole-source procurement based on the following:

1. Following OFM guidance, masking and contact tracing requirements are still in effect at WorkSource Columbia Basin. Job fairs continue to be hosted virtually, as are many services.
2. Over PY21 we have seen numerous surges of the virus (Delta, Omnicron, subvariants) resulting in various restrictions being put in place and lifted. Washington State has been experiencing a steady increase in hospitalized adults since April 2022, and we believe surges and drops in cases will continue into PY22. This creates uncertainty within our system regarding the level of in-person services we will be able to offer.
3. With significant work, our Youth and Adult provider has been able to successfully communicate and coordinate with other center partners and create systems of mitigation for varying levels of lockdown (whether services are offered 100% virtually, by appointment only, with health screening, etc.)
4. Changing providers at this junction would adversely affect our workforce system and supports/connections in place at the detriment of job seeking customers.

Workforce Development Council
2022/2023 Budget with Estimated Carry-in Amounts

	7/1/22	7/1/21	7/1/20
Revenue from Youth Formula	737,246	845,662	1,054,098
Revenue from Adult Formula	696,052	800,667	997,440
Revenue from DW Formula	785,692	951,828	1,141,210
Total Formula Revenue	2,218,990	2,598,157	3,192,748
OHDC (including Admin allowance)	455,269		
EcSA,CDBG obligated contracts	1,065,292		
EcSA,CDBG indirect	120,604		
Indirect Cost Pools (program)	579,388	703,163	1,121,843
WIOA ACP (Admin Cost Pool)	381,075	556,567	531,800
Total Indirect Cost Pool Revenue	1,081,067	1,259,729	1,653,643
Total Revenue	4,820,618	5,253,927	5,284,506
Line Item Name	22/23	21/22	20/21
Formula Sub Contracts	2,156,525	3,485,368	3,297,305
Total Sub Contracts Expenditures	3,221,817	3,485,368	3,297,305
TC Futures	65,000	70,000	75,000
Facilities Rent	40,956	42,300	39,204
Security/Maintenance	20,166	29,980	36,820
Salaries	786,590	674,615	609,291
Benefits (Taxes)	94,248	80,969	60,914
Benefits (Medical)	90,874	77,770	73,720
Benefits (Pension)	60,669	61,268	47,388
Professional Services - Audit	47,000	24,000	26,500
Professional Services - IT/Other	19,200	15,000	30,000
Professional Services - marketing	218,854	0	16,000
Professional Services - Pay Plus	14,450	13,010	11,040
Professional Services-Direct deposit fees	0	0	0
Travel/Training/Staff Development	46,320	50,115	50,230
Supplies - WDC Internal	11,500	11,500	17,500
Supplies (other)	0	0	2,000
Equipment Rental	1,560	1,440	13,092
Equipment Maintenance & Repair	8,000	6,560	6,360
Software Maintenance & Licenses	19,125	18,075	25,100
Equipment	2,400	2,400	0
Telephone	1,740	1,300	500
Postage	500	500	500
Internet/Email storage	1,720	5,744	5,515
Insurance	7,679	7,606	7,606
Dues/Subscriptions	16,409	16,409	14,835
Fees and Other	1,000	1,000	990
Total Indirect Expenditures	1,575,960	1,211,561	1,170,105
Total Expenditures	4,797,777	4,696,929	4,467,410

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures
From 7/1/2021 Through 5/31/2022

	WIOA Adult Formula	WIOA DW Formula	Economic Security for All	Disaster Recovery DWG	Employment Recovery DWG	CDBG	OHDC	RRIE	WIOA Youth Formula	WIOA Admin Grant	Non-WIOA project	Programmatic Support	Admin Support	Total
Revenue														
Federal Grants & Contracts	0.00	0.00	267,705.68	343,516.82	337,702.76	0.00	0.00	46,753.27	0.00	0.00	0.00	0.00	0.00	995,678.53
State & Local Grants & Contracts	794,347.97	1,060,625.59	0.00	0.00	0.00	0.00	0.00	0.00	864,772.83	367,050.31	0.00	0.00	0.00	3,086,796.70
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.97	0.00	0.00	0.00	10.97
CDBG Revenue	0.00	0.00	0.00	0.00	0.00	89,348.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,348.54
OHDC	0.00	0.00	0.00	0.00	0.00	0.00	22,880.25	0.00	0.00	0.00	0.00	0.00	0.00	22,880.25
Total Revenue	794,347.97	1,060,625.59	267,705.68	343,516.82	337,702.76	89,348.54	22,880.25	46,753.27	864,772.83	367,061.28	0.00	0.00	0.00	4,194,714.99
Expense														
Salary & Wages	0.00	0.00	22,052.77	33,136.99	26,382.00	9,787.54	14,712.48	6,516.62	0.00	0.00	2,315.95	315,310.65	229,121.70	659,336.70
Payroll Expense reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,042.70)	0.00	0.00	(3,042.70)
Payroll Tax Expense	0.00	0.00	1,992.95	2,980.08	2,385.66	879.21	1,407.20	583.76	0.00	0.00	199.01	28,370.31	20,455.58	59,253.76
Medical/Dental Insurance	0.00	0.00	2,188.84	3,844.40	3,135.45	1,067.22	741.88	841.75	0.00	0.00	262.72	33,950.32	22,088.03	68,120.61
401K Benefits	0.00	0.00	2,204.07	3,092.96	2,441.91	977.60	708.65	592.82	0.00	0.00	226.35	31,402.56	16,674.79	58,321.71
Training or Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	499.00	499.00
Professional Fees (Audit)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,457.50	27,457.50
Professional Fees(Fiscal)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212.50	212.50
Professional Fees (Other)	0.00	0.00	0.00	0.00	0.00	0.00	95.03	0.00	0.00	0.00	0.00	17,334.41	9,033.21	26,462.65
Professional Fees (Pay Plus)	0.00	0.00	0.00	0.00	0.00	0.00	277.18	0.00	0.00	10.97	38.67	0.00	10,026.38	10,353.20
Sub Recipient Career Path Services	364,555.75	605,881.51	159,388.88	177,201.51	154,021.67	2,134.92	0.00	24,661.18	0.00	0.00	0.00	0.00	0.00	1,487,845.42
Career Path Services - Out of School Youth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392,687.03	0.00	0.00	0.00	0.00	392,687.03
CPS - Participant Services - ITA	106,837.46	101,730.03	46,494.50	16,408.65	99,666.82	11,981.63	0.00	10,624.55	43,594.75	0.00	0.00	0.00	0.00	437,338.39
CPS - Participant Services - OJT	922.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,558.69	0.00	0.00	0.00	0.00	2,481.19
CPS - Participant Services - WEX	27,102.54	0.00	0.00	62,681.63	1,317.19	57,031.10	0.00	0.00	72,530.45	0.00	0.00	0.00	0.00	220,662.91
CPS - Participant Services - Supp Svcs	79,772.32	83,852.50	20,579.23	24,508.73	27,049.18	0.00	0.00	2,246.84	65,708.08	0.00	0.00	0.00	0.00	303,716.88
CPS Salaries & Benefits - WBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66,027.97	0.00	0.00	0.00	0.00	66,027.97
tcFutures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,899.36	0.00	0.00	0.00	0.00	58,899.36
Pre Vocational Ed	1,072.95	0.00	10.00	0.00	0.00	0.00	0.00	0.00	3,503.95	0.00	0.00	0.00	0.00	4,586.90
One Stop Operator - CPS	69,625.58	81,734.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,359.96
Supplies (Office)	0.00	0.00	0.00	0.00	0.00	0.00	3,873.04	0.00	0.00	0.00	0.00	7,437.28	3,535.49	14,845.81
Supplies (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.32	236.26	373.58
Rent & Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,328.61	13,821.68	39,150.29
Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,938.81	3,177.83	9,116.64
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,884.96	652.64	4,537.60
Telephone	0.00	0.00	0.00	0.00	0.00	0.00	355.84	0.00	0.00	0.00	0.00	226.44	0.00	582.28
Maintenance & Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,709.14	7,694.00	22,403.14
Postage, Shipping & Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.95	71.00	231.95
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,715.72	2,890.28	7,606.00
Equipment (Leases)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,456.49	1,916.90	5,373.39
Equipment (Repairs & Maintenance)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,087.34	1,597.33	4,684.67
Software & Software Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,845.26	4,018.21	8,863.47
Travel	0.00	0.00	0.00	0.00	0.00	0.00	8.78	0.00	0.00	0.00	0.00	8,394.29	11,542.59	19,945.66
Conference Fees & Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,799.83	4,161.27	6,961.10
Dues, Fees & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	10,851.52	5,906.78	16,768.30
Administrative Costs	0.00	0.00	0.00	0.00	0.00	0.00	690.17	0.00	0.00	0.00	0.00	0.00	0.00	690.17
Pooled Admin Expenses	0.00	0.00	6,006.35	10,358.26	10,966.82	2,158.03	0.00	251.17	0.00	367,050.31	0.00	0.00	(396,790.95)	(0.01)
Pooled Program Expense	144,458.87	187,427.17	6,788.09	9,303.61	10,336.06	3,331.29	0.00	434.58	160,262.55	0.00	0.00	(522,342.21)	0.00	0.01
Total Expense	794,347.97	1,060,625.59	267,705.68	343,516.82	337,702.76	89,348.54	22,880.25	46,753.27	864,772.83	367,061.28	0.00	0.00	0.00	4,194,714.99
Net Income (Loss)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Vision

The Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential



Mission

Promoting a prosperous community by providing a progressive workforce system

Benton-Franklin Workforce Development Council (BFWDC) is one of the twelve (12) local/regional workforce development areas designated by the Governor of Washington State. The BFWDC coordinates and leverages workforce investments and strategies with stakeholders from education, economic development, labor and community-based organizations to advance the economic health of their respective communities through a skilled and competitive workforce

June 2021 Liaison Report

Program Year July 2020-June 2021



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Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 509
Total Staff Assisted Services to Job Seekers: 1336
Unique Number of Businesses Served: 136
Staff Provided Business Services: 227

For More information contact 509-734-5900 or visit [WorkSourceWA.com](#)



Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Total Youth Served (YTD): 302
Out-of-School Youth (OSY) Program: 200
Open Doors Program: 172
Co-enrolled in Both Programs: 70
Youth Attained General Education Development (GED): 55
Total OSY Employed and/or Post-Secondary Exits: 72
Average Wage: \$14.30
Placement Rate: 67%

For more information contact 509-537-1710 or visit [TCFutures.org](#)

Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

*Youth * Adult * Dislocated Worker * Rapid Response Increase Employment * Disaster Recovery * Employment Recovery*

Total Participants Served (YTD): 613

Monthly-to-Date Target: 727

Total Employed Exits (YTD): 255

Monthly-to-Date Target: 399

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 47 Total Employed Exits: 11
Monthly-to-Date Target: 55 Monthly-to-Date Target: 25

Families Forward Washington (FFW)

Enrolled: 73 Study Goal: 56
Placed in Employment: 69

NOTE: Starting July 1st, 2021 WorkSource Columbia Basin will be physically open to up to 25% capacity by appointment only. Priority appointments will be given to those who would otherwise struggle to take advantage of WorkSource Services. Please visit [WorkSourceWa.com](#) or [TCFutures.org](#) for a full menu of services.

The Benton-Franklin Workforce Development Council is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay: 711

Benton-Franklin Workforce Development Council (BFWDC)

Benton and Franklin County Business Demands (May)

Employment Security Department Labor Market Information

Source: <https://esd.wa.gov/labormarketinfo>

Top Occupations				Top Licenses and Certifications		
<ul style="list-style-type: none">Registered NursesLaborers and Freight, Stock, and MoversSales RepresentativesManagers, All OtherRetail SalespersonsHeavy and Tractor-Trailer Truck DriversCustomer Service RepresentativesCoaches and ScoutsDriver's License				<ul style="list-style-type: none">Registered NurseAdvanced Cardiac Life Support CertificationCertified TeacherCDL Class ADriver's LicenseFirst Aid CPR		
					Benton	Franklin
				Unemployment	5.1%	5.8%
				Average Wage (2019)	\$33.91	\$24.7

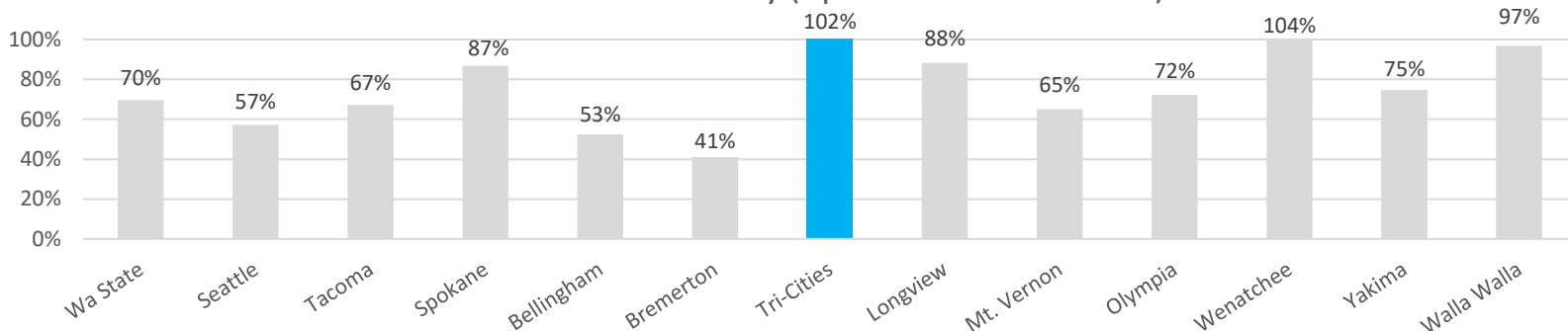
Other News

1/4/2021 – 7/04/2021	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
Customers	43	228	54	1394	1211
Staff	67	334	112	2535	2223

LinkedIn Learning Pilot

- The WSCB Business Services Team hosted the Tri-Cities Virtual Job Fair on June 1, 2021. The event attracted 27 local businesses and 59 job seekers. Of the 35 job seekers who attended, 24 employment referrals were made.
- The WSCB Team is preparing to reopen the office for in-person services beginning July 1, 2021.
- During June, WSCB provided 47 group services to 16 individuals through our local workshops and group sessions.
- June Customer Satisfaction Survey:** 50 responses received (10% response rate). Of the customers who responded, 96% would refer family and friends. The top 3 services rated were one-on-one career guidance, job search, and training.

COVID-19 Job Recovery (April 2020 to June 2021)



For up-to-date information please follow BFWDC, WorkSource, and/or TC Futures on Facebook.

Questions about this report?
Contact David Chavey-Reynaud
Phone: 509-734-5988
Email: dchavey@bf-wdc.org

www.bentonfranklinwdc.com
Contact us at 509-734-5980



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June 2022 Liaison Report

Program Year July 2021-June 2022



A proud partner of the [AmericanJobCenter](#) network

Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 622 (-19)
Total Staff Assisted Services to Job Seekers: 1555 (-27)
Unique Number of Businesses Served: 97 (-26)
Staff Provided Business Services: 171 (-83)

For More information contact 509-734-5900 or visit WorkSourceWA.com



Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Traffic: 479 (+26)
TC Futures Total Youth Enrolled (YTD): 580 (+25)
Out-of-School Youth (OSY) Program (YTD): 229 (+9)
Co-enrolled in Both Programs: 78 (+1)
Total Youth attained GED: 63 (+10)
Total OSY Employed and/or Post-Secondary Exits: 108 (+21)

For more information contact 509-537-1710 or visit TCFutures.org

Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

*Youth * Adult * Dislocated Worker * Disaster Recovery * Employment Recovery*

Total Participants Served (YTD): 681
Monthly-to-Date Target: 727 (94%)

Total Employed Exits (YTD): 355
Monthly-to-Date Target: 435 (82%)

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 105 Monthly-to-Date Target: 95
Total Employed Exits: 23 Monthly-to-Date Target: 30

Community Development Block Grant (CDBG)

Site Placements: 6 Monthly-to-Date-Target: 3
LMI Served: 37,438 Program Target: 40,000
(Low-Moderate Income)

NOTE: WorkSource is fully open to the public (including appointments, workshops, and walk-ins). Please visit WorkSourceWa.com or TCFutures.org for a full menu of services and/or to schedule an appointment.

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Benton-Franklin Workforce Development Council (BFWDC)

Benton and Franklin County Business Demands (May)

Employment Security Department Labor Market Information

Source: <https://esd.wa.gov/labormarketinfo>

Benton County Unemployment: 4.4%

Franklin County Unemployment: 5.3%

Tri-Cities Employment (May 2022)	Jobs	MoM	% Change	YoY(21)	% Change	COVID Recovery
Total Nonfarm	122600	900	0.7%	3,700	3.1%	140%
Total Private	103400	800	0.8%	3,100	3.1%	148%
Goods Producing	19500	300	1.6%	200	1.0%	147%
Mining, Logging, and Construction	11300	100	0.9%	100	0.9%	164%
Manufacturing	8200	200	2.5%	100	1.2%	100%
Service Providing	103100	600	0.6%	3,500	3.5%	139%
Private Service Providing	83900	500	0.6%	2,900	3.6%	148%
Trade, Transportation, Warehousing and Utilities	21000	-	0.0%	(200)	-0.9%	213%
Retail Trade	14300	-	0.0%	400	2.9%	175%
Financial Activities	4200	(100)	-2.3%	200	5.0%	67%
Professional and Business Services	21500	-	0.0%	-	0.0%	133%
Administrative and Support Services	11500	200	1.8%	(200)	-1.7%	233%
Educational and Health Services	19700	100	0.5%	1,000	5.3%	227%
Leisure and Hospitality	12900	400	3.2%	1,500	13.2%	123%
Food Services	10100	200	2.0%	1,000	11.0%	137%
Government	19200	100	0.5%	600	3.2%	73%
Federal Government	1200	-	0.0%	-	0.0%	100%
Total State Government	3000	-	0.0%	300	11.1%	0%
Total Local Government	15000	100	0.7%	300	2.0%	89%

Other News

LinkedIn Learning Dates	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
8/9/21 – 7/11/22	196	122	889	204	4,916	4,059

- TC Futures, in partnership with the WSCB business services team, hosted a hiring event for the United States Department of Agriculture (USDA) June 14th-June 16th. There were 18 attendees, and 1 known hire so far. USDA were highly satisfied with their experience at TC Futures and awarded the center a Certificate of Appreciation.
- Services highest in demand included basic assessment, deskside job seeker assessment, basic assessment, and workshops. During June, WSCB provided 135 group services to 38 individuals through our locally offered workshops and group sessions. Strategies for Success was the most attended workshop.
- June customer feedback included 43 responses via Survey Monkey and QTRAC (8% response rate). 88% of customers reported they would refer family and friends. The top 3 services received were unemployment, job search, and training.

For up-to-date information please follow BFWDC, WorkSource, and/or TC Futures on Facebook.

Questions about this report?
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Phone: 509-734-5988

Email: dchavey@bf-wdc.org
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WorkSource Operator Report

Benton Franklin Workforce Consortium

June 2022

June Highlights:

- WSCB hosted a visit from Nikkol Wymer from Department of Labor, Military and Veteran Families Intensive Service Coordinator. She received a tour and introductions to the team, learned about wrap around veteran services in our office, and shared her experience.
- Results of the first annual staff engagement survey were shared with the WSCB Leadership team. Next steps include creation of an action plan and roll out to the team.

WorkSource Site Operations:

Customer Counts 6/1 - 6/30/2022		
Total Staff Assisted Seekers	622	
Total Staff Assisted Services	1555	
Basic Career Services	1256	
Individualized, Training, and Support Services	167	
Unique Number of Businesses Served	97	
Staff Provided Business Services	171	
	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	17	16
Employee Training Assessment, referral, enrollment, etc.	15	8
Other Employer outreach visit, marketing business services, etc.	64	47
Recruitment Hiring events, referrals, etc.	74	55
Wage & Occupation Information Labor Market Info, etc.	2	2

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED, & external partner MIS (DVR); Business Services: ETO Staff Provided Business Services (7/11/22).



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June 2022 Customer Feedback:

- 43 survey responses received via Survey Monkey and QTRAC (8% response rate):
 - Of the customers who responded, 88% will refer family and friends
 - Top 3 services received: unemployment, job search, and training.
- WSCB Team members engage customers to ensure their needs were met and to identify actionable feedback. A total of 14 comments were collected to include areas we exceeded expectations and suggested improvements.
- Customer Feedback – *What we did well:*
 - “Lisandra has done an amazing job, from communication, how fast she got everything done and being a great person. She’s a superstar and what you guys do there is a blessing.”
 - “Customer wanted to thank AnJanet and Marissa for all of the help they provided while he was in WorkFirst. He was hired and said it was all thanks to the help from his job coaches and the resources that they provided.”
 - “I just wanted to reach out to you and let you know what an outstanding job Chante does! I am so thankful for all of her help! She has been so supportive, encouraging and extremely kind to me throughout my journey of re employment...”
- Customer Feedback – *What we can do better:*
 - We received the following actionable, specific feedback in June to be addressed in June:
 - “Exceeded expectations, but would like automated appointment reminder at least a week in advance so I can schedule accordingly, reschedule appointment, arrange childcare, etc.”
 - “Signing into the systems was very difficult.”

Service Delivery

- State EO monitoring was completed in April and an official report received in May. All facility items identified have been addressed.
- Ag monitoring was completed in June with best practices shared during the exit interview. Additional details will be shared when the formal report is received.

Career Services:

- Services highest in demand included basic assessment, deskside job seeker assessment, basic assessment, and workshops. During June WSCB provided 135 group services to 38 individuals through our locally offered workshops and group sessions. Strategies for Success was our most attended workshop.
- WSCB case managers continue to collaborate to identify how to streamline services for customers. Dislocated Worker and Trade Act staff met in June to revisit the DW/TAA co-enrollment policy to gain shared understanding of expectations and open a dialogue to address concerns. Staff have agreed to meet monthly to review customer status, share updates, discuss expenditures, training progress, etc. Staff have committed to customer meeting times to one appointment with both case managers.



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- Grow with Google Pilot - Customer enrollment held steady at 24 enrollments. An additional option was added during the month of June: Digital Marketing & Ecommerce. Here is our cumulative customer engagement to date:

2/1-6/30/22	Project Management	UX Design	IT Support	Data Analytics	Ecommerce & Digital Marketing
Enrollments: 24	10	2	9	3	0

- LinkedIn Learning - We saw license activations and course views/completions continue to increase during the month of June. Staff completed a course around cultural awareness and attended a facilitated training/conversation in June. Here are our engagements to date:

Dates	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
8/9/21 – 7/11/22	196	122	889	204	4,916	4,059

Note: Engagement reporting is inclusive of all users under the Benton Franklin Workforce System (BFWDC Staff, WSCB Staff & Customers, TC Futures Staff & Customers.)

Business Services:

- We held a 2-day Health Care hiring event on Brazen June 1st and 2nd. There were 12 job seekers in attendance each day with an 80% attendance rate the first day and a 58% attendance rate the second day. There were a total of 4 employed outcomes from the fair.
- Simplot was available in the WSCB computer lab twice weekly during the month of June to support onboarding of monolingual Spanish Speaking employees. They have assisted 45 individuals since April.
 - 5/19: Lamb Weston Hiring Event – outcomes pending
 - USDA 6/14-6/16: 18 attendees (which they were thrilled about!) and 1 hire so far. USDA expressed how well the event went, how accommodating the facility was, and how nice everyone they met from both TC Futures and WSCB was.
 - TSA 6/21: 25+ attendees; hiring outcomes pending.
 - USPS 6/29-6/30: 28 attendees, feedback was great from the employer!

Note: Getting outcomes from employers has been difficult in the past as they are busy after the event with hiring and onboarding. The team has committed to engaging the employer in understanding the importance of tracking employed outcomes as a way to demonstrate success.

- Upcoming Events –
 - Popeye's: 7/12 from 10am-4pm at TC Futures
 - Oregon Department Of Corrections: 7/13 & 7/20 from 9am-12:30pm at WSCB
 - Senior Living Resources 7/27 & 7/28 from 10am-4pm at TC Futures



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Community Connections:

- The outreach committee continues to create new community connections, sharing resource information and making flyers available to those who could benefit from our services. During the month of June, the group dropped 'WSCB Now Open' flyers at Biolife Plasma Services (Kennewick), Grace Kitchen, and Sozo Food Bank. The focus was on informing the community that WSCB is open and how to connect with us. Staff also met with Tri Cities Hispanic Chamber to discuss speaking about WSCB resources at the next luncheon.
- 6/21: Attended the COVID-19 Local Decision Maker Briefing for awareness of community happenings and trends related to the pandemic. Information shared with WSCB and BFWDC stakeholders.
- 6/21: Met with Norma Stewart of Eagle Media to coordinate a 3-month radio pilot designed to engage Spanish community members. The campaign will run July-September, including 80 pre-recorded ads per month and 3 live interviews. If the pilot is successful, we will move forward with a 1-year contract. This opportunity is made available in partnership with ESD & OIC.

Staff Training & Development:

Training/Development Attended:

- 6/1: Cross training – Adult; UI Work Test; June Customer Feedback Improvements
- 6/15: Cross training – Re Entry; May Data Review
- 6/21 & 6/22: Facilitated Conversations on Working Across Cultures: A Path of Discovery LinkedIn Learning Course (*Community Colleges of Spokane*)
- 6/28: CPR/First Aid/AED training (*Columbia Safety*)
- 6/29: End of Year Celebration

Upcoming Training/All Staff Meetings:

- 7/6: Community Partner Cross Training – Office of Deaf & Hard of Hearing
- 7/13: Cross training – Unemployment Insurance; June Customer Feedback Improvements
- 7/20: Cross training – Digital Literacy Resources; June Data Review
- 7/27: Community Partner Cross Training – Behavioral Health Apprenticeship Pathways with Washington Association for Community Health

Facilities:

- 6/4: Zerorez completed annual carpet cleaning
- 6/11: Zerorez completed follow up spot cleaning
- 6/21: Jeff from Finish the List Handyman completed multiple tasks, including items identified in the EO monitoring, fire door adjustment, and removing/replacing light bulbs.
- 6/28: Partial clean out of the WSCB offsite storage in preparation to close the unit.

Respectfully submitted by C. Bright on 7/11/22



Transforming the futures of youth and young adults through inclusive access to equitable and holistic services

June 2022

Traffic: 479 (Number of visits, not unique customers)
Monthly GED: 10 (This is a record)
YTD GED: 63 (Number of GEDs obtained since August)
Co-enrolled: 78 (Enrolled in both Open Doors and OSY)
Total Served: 580 (Total combined served, including exited customers)

Open Doors' numbers begin at the start of the school year calendar which is August 1st. Beginning July 1st, 2022, Open Doors will begin reporting numbers in alignment with Out-of-School Youth (OSY) program year.

Partnerships

- **Columbia Basin College (CBC):** Staff partnered with WSCB and Opportunities Industrialization Center (OIC) to present to CBC Medical Assistant students how programs can assist as they transition out of college. TC Futures hosted this program overview event to inform medical assistant graduates about program eligibility and assistance. Featured programs were: OSY, Adult, Dislocated Worker, Economic Security for All, Basic Food Employment and Training, and the National Farmworkers Jobs Program.
- **Division of Vocational Rehab (DVR):** Staff partnered with the Division of Vocational Rehab (DVR) to discuss respective programs, future partnerships, and referral systems. Staff presented to the DVR team on TC Futures resources and program services. TC Futures and DVR would like to work together more effectively in the future on referrals and co-enrollments to better assist youth and young adults in our communities.
- **Community Health Plan of Washington (CHPW):** Staff continues to partner with Community Health Plan of Washington to be at the center twice a month helping youth get connected to health benefits and state phones. The Community Health Plan of Washington continues to donate items for events.
- **Department of Human Services (DHS)-** ESD123 executed a contract with the Department of Human Services (DHS) for support service dollars earmarked to end homelessness in Benton and Franklin counties. A .5 FTE has been designated to assist with emergency housing and related support services.

Events

- In partnership with the WorkSource Columbia Basin (WSCB) Business Services Team (BST), TC Futures hosted a hiring event for the United States Department of Agriculture (USDA) Food Safety Inspection Service. USDA staff traveled from Colorado to recruit for their open Food Inspector positions. USDA was highly satisfied with their experience at TC Futures and awarded the center the following Certificate of Appreciation.
- In partnership with the WSCB BST, TC Futures hosted a hiring event for the Transportation Security Administration (TSA). TSA is hiring airport security officers. Representatives from TSA held a one-day event that led to 28 attendees. The outcome of hires will be reported next month.

- In partnership with the WSCB BST, TC Futures hosted, a hiring event for United States Postal Services (USPS). USPS is hiring for all positions throughout the region. Representatives from USPS held a one-day hiring event that led to 30 attendees, the outcome for hires is not yet known.
- Upcoming Hiring Events: Popeye's Louisiana Kitchen Hiring Event and Senior Life Resources Hiring Event.

Center Updates

- Pearson Vue has approved the second GED testing room. GED completions have doubled since the opening of this second GED testing room.
- State Equal Opportunity Officers completed their monitoring review of TC Futures. They conducted a facility walkthrough and interviewed staff and customers to ensure compliance with the equal opportunity and nondiscrimination requirements. A few facilities-related items were identified for correction and were corrected accordingly.
- TC Futures is growing- we will be hiring two Open Doors Case Managers and a Customer Service Specialist.
- Congratulations TC Futures for the recognition from the United States Department of Agriculture:



United States
Department of Agriculture
**Certificate of
Appreciation**
Awarded to

TC Futures

Kennewick, WA

**In recognition of their collaborative effort with the
USDA Food Safety Inspection Service in their
hiring efforts**

6/23/2022
Date

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