



Benton-Franklin Workforce Development Council  
 Quarterly Board of Directors Meeting  
 July 25<sup>th</sup>, 2023, 4:00 p.m. – WorkSource Columbia Basin/Zoom Hybrid.

<u>Board - Present</u>	<u>Board - Excused</u>	<u>Absent</u>	<u>BFWDC Staff</u>	<u>Guests</u>
Commissioner Clint Didier	Carlos Martinez	Jessica Rusch	Tiffany Alviso	Crystal Bright
Commissioner Will McKay	Lori Mattson		Jan Warren	Heather Woodruff
Todd Samuel	Lety Torres		David Chavey	Israel Delamora
Adolfo DeLeon			DeAnn Bock	John Dickson
Lynn Ramos-Braswell			Cynthia Garcia	Kayci Loftus
Andrew Cook			Jessie Cardwell	Martha Vera-Acevedo
Geoff Arends			Cyndelle Howell	Rebecca Williamson
Bob Legard			Rebekah Tuno	
Jennie Weber			Carya Bair	
Richard Bogert				
Michael Bosse				
Kate McAteer				
Michael Lee				
Amanda Jones				
Karl Dye				
Alicia Perches				

### Call to Order and Welcome

Todd Samuel, Chair, called the meeting to order at 4:00 p.m.

Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle reported excused absences and conducted a roll call of the BFWDC Board Members and BFWDC Staff; a quorum was present as defined in the bylaws.

Todd Samuel welcomed Ex-Officio Board Members, guests, and presenters who introduced themselves by participating in an icebreaker.

### Board Member Recognition

Board Member Jennie Weber is retiring after 45 years of service with the Employment Security Department. Tiffany presented a memento to honor Jennie and her service on the BFWDC Board of Directors. Members in attendance expressed gratitude for Jennie and her 45 years of service.

### Consent Agenda

Chair Todd Samuel asked members if they wanted any consent agenda items removed for individual consideration or additional discussion. The response was no.

#### Approval of Board Minutes

- To approve the April 25<sup>th</sup>, 2023, Quarterly Board Meeting Minutes as presented.

#### Finance

- To adopt the BFWDC Finance Reports for the period ending May 31<sup>st</sup>, 2023.
- To adopt the BFWDC PY23 Budget as submitted.

#### Title 1-B WIOA Award

- Motion to award PY23 WIOA Youth Contract to Career Path Services in the amount of \$628,933.
- Motion to award PY23 WIOA Adult Contract to Career Path Services in the amount of \$481,791, with a

Quarter One Cap not to exceed \$118,629.

- Motion to award PY23 WIOA Dislocated Worker Contract to Career Path Services in the amount of \$623,100, with a Quarter One Cap not to exceed \$145,971.
- Motion to award PY23 One-Stop Contract to Benton-Franklin Workforce Consortium in the amount of \$160,000.

#### Program Funding

- Motion to Approve Sole Source Procurement to award PY23 State Economic Security for All (EcSA) funds to Career Path Services (CPS) in the amount of \$496,303 to continue implementation of the local State EcSA Program for July 1st, 2023, through June 30th, 2024, Effective July 1st, 2023.
- Motion to award the Federal EcSA Subrecipient Contractor, Career Path Services, Round 4 funds in the amount of \$170,020, increasing the total to \$468,773, with a new contract expiration date of 3/31/25, Effective June 1st, 2023.

*Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Michael Bosse, the second by Adolfo de Leon, and unanimously carried to approval.*

*Jennie Weber was recused from the consent agenda motions for WIOA funding and award.*

### **BFWDC CEO Report**

The program Year 2022 State Monitoring

Tiffany reported that their annual Washington State Employment Security Department (ESD) monitoring was conducted in May. The ESD team was on-site for a week, with additional work performed virtually online. During their visit, the state monitoring team reviewed policies, notices, internal controls, and participant files. They found no issues or areas of concern to address within those participant files or the program's internal controls. The ESD State monitors were highly efficient and completed their review quickly due to the work done by the BFWDC's sub-recipient. Additional monitoring included Agriculture, Basic Food Employment & Training (BFET), Trade Act Assistance (TAA), Reemployment Services & Eligibility Assessment (RESEA), and Economic Security for All (EcSA) program reviews. They are proud to share that there were no findings.

#### Diversification of Funding

Tiffany expanded on the funding diversity that the BFWDC staff are pursuing. Tiffany shared details on State Economic Security for All (EcSA), Building Pathways to Infrastructure Jobs (H1-B), Career Connect Washington (CCWa), Round-2 of QUEST, and Outreach to Enroll Marginalized Communities (OEMC). The BFWDC team is making significant efforts to secure this additional funding.

#### New MOU Partner & Site Certification (Specialized & Connection)

Tiffany welcomed Educational Service District 123 as a new partner within the BFWDC Memorandum of Understanding (MOU). The BFWDC staff will be working towards additional site certifications within the community.

#### Staff to the Board

Tiffany informed attendees that the BFWDC COO, David Chavey-Reynaud, has been accepted into the 11-month Leadership Tri-Cities program. Leadership Tri-Cities assembles, develops, and educates a diverse cadre of skilled leaders who will catalyze positive change in their community. The program provides an unparalleled and immersive learning experience, developing knowledgeable leaders to serve our community and become catalysts for positive change. Every year, Leadership Tri-Cities gathers a diverse set of 25 to 30 leaders to form a class and learn from the top executives in our community. During this 11-month leadership development program, class members go through ten full-day sessions covering important community sectors.

March 2023 Cyndelle Howell earned her PACE (Professional Administrative Certification of Excellence) Certification. PACE is the American Society of Administrative Professionals' certification program and is recognized by the

Institute for Credentialing Excellence (ICE). PACE certification enables administrative support professionals to demonstrate their depth of knowledge, expertise, and commitment.

#### BFWDC Bylaw Update

Tiffany shared that RCW 24.03A.585 clarifies the required officers and duties serving on the BFWDC Board of Directors. The officers of a nonprofit corporation consist of a president, secretary, treasurer, and other officers as may be authorized by the articles, the bylaws, or the board. The Bylaws will be revised to reflect this update. During October's Board of Directors meeting, they will stand up a treasurer vote and the regularly scheduled officer positions.

#### WA State Workforce Plan - Talent and Prosperity for All

Tiffany attended the Washington State Workforce Board retreat on May third & fourth, where she participated in strategic solid planning. She shared the 2024-2028 Guiding Principles to close economic disparities for marginalized populations by providing comprehensive support for individuals with barriers to employment. At the board retreat, the local directors were informed that their areas would need to simultaneously prepare their strategic plan at the same time as the state level, meaning they have one year less than planned. Tiffany will be reaching out to the board for experience in a consulting sense to support developing what they still need to learn as the criterion to be articulated in September.

#### Guiding Principles

1. Strategic priority - System
  - a. Integrate system services, data, accountability, and resources with clear partners and roles.
2. Strategic priority - Business
  - a. Support business development and competitiveness by aligning with economic development and growth efforts.
3. Strategic priority - Youth
  - a. Improve opportunities for young people to transition to an economically successful adulthood.
4. Strategic priority - Credentialing
  - a. Explore credential reform to improve equitable access, mobility, and long-term economic success.
5. Strategic priority - Job Quality
  - a. Develop a job quality framework to guide decisions and key investments in the delivery of business services.

#### 2023 Washington Workforce Association Annual Conference

Washington Workforce Association (WWA) is excited to announce their 2023 Fall Conference: WWA Workforce: Stronger Together at a NEW LOCATION - Marriott Tacoma Downtown November 14<sup>th</sup> – 16<sup>th</sup>. They are keeping the theme (Stronger Together) and will gather local area leaders, industry experts, workforce professionals, economic development professionals, and elected officials. This multiple-day event will focus on solution-oriented workshops and dialogue that address the new and growing demands currently facing their workforce system. This year's premier sponsors are the Department of Commerce and the Employment Security Department. Tiffany informed members that registration is now open.

[WWA Workforce: Stronger Together 2023 \(eventscribe.net\)](https://www.eventscribe.net)

#### BFWDC Board Business & Announcements

Due to a Board member promotion, the BFWDC Board of Directors has one Board member vacancy representing the business sector. BFWDC CEO Tiffany Alviso recommends a motion to nominate a new BFWDC Board of Directors member.

Motion to nominate new Board of Directors member:

- Representing Business: Sonny Virakpanyou, Sonar Insights

Todd Samuel called for a motion to approve the nomination of new Board of Directors member Sonny Virakpanyou as presented. Lynn Ramos-Braswell motioned to approve the nomination of a new Benton Franklin Workforce Development Council Board of Directors member and was seconded by Michael Lee; the motion was carried unanimously to approval.

### WorkSource Columbia Basin Customer Spotlight

Israel Delamora introduced Martha Vera-Acevedo, an OIC Program participant at WorkSource.

Martha expressed her gratitude to WSCB and OIC of Washington for being accepted into the National Farmworker Jobs program, which has made an enormous difference in her life. Martha obtained her commercial driver's license (CDL) and spoke about the challenges and barriers she overcame with WorkSource and OIC's support. Additionally, she received guidance on resume writing and interviewing tips to land a sustaining job. Martha can now provide for her family and is continuing her education and taking ESL courses. She iterated the positive impact on her and her family's life.

<https://www.bentonfranklinwdc.com/quarterly-customer-spotlight>

### Member Updates & Business Engagement

David Wheeler and Commissioner McKay provided an update on the Juvenile Justice Center construction and plans for renovation.

The Bogert Group (Richard Bogert) is celebrating 40 years in business.

Geoff Arends revealed that IBEW Local 112 are expanding their Training Center to double the size of the premises. The new Joint Apprenticeship Training Center will be next to the IBEW 112 hall.

Michael Lee informed all that Columbia Basin College with WorkSource Columbia Basin is expanding its menu of services. They are excited and need help getting the word out. Not only are they offering on-site GED classes starting with math, the most challenging part, but they have also started offering English Language Acquisition (ELA) courses in the community. In partnership with Goodwill, they will offer on-site digital literacy classes beginning Wednesday, August 2nd; they are two hours apiece, one in the morning and one in the afternoon. They recognize this massive need in the community for additional digital literacy and learning. If you know community members who would benefit, please have them contact CBC.

Heather Woodruff shared that the TC Futures Summer Graduation is on August 3<sup>rd</sup>, 5:30 p.m. – 6:30 p.m. at The Garden in Kennewick.

### Next Meeting

Quarterly Board Meeting – Tuesday, October 31<sup>st</sup>, 2023, at 4:00 p.m. at WSCB Room 8/Hybrid Zoom

### Adjournment

With no further good of the order business, Todd adjourned the meeting at 5:07 p.m.

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12/5/2023

Todd Samuel, Chair

Date

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12/4/2023

Cyndelle Howell, Admin. Assistant

Date