



**Benton Franklin Workforce Development Council (BFWDC)
Executive Committee Minutes**

July 25th, 2023, 3:15 p.m.: WorkSource Columbia Basin Room 9/Zoom Hybrid

Local Elected Officials

Commissioner McKay
Commissioner Didier

Executive Members

Todd Samuel
Amanda Jones
Lynn Ramos – Braswell
Adolfo de Leon

Board Members

Jennie Weber

Guests

Crystal Bright

BFWDC Staff

Tiffany Alviso Jan Warren
David Chavey-Reynaud Cyndelle Howell
Becky Tuno Cynthia Garcia

BFWDC Staff Excused

Carya Bair
Jessie Cardwell
DeAnn Bock

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle Howell conducted a roll call of Board members and staff to the Board – a quorum was present.

Cyndelle welcomed guests, presenters, and system partners, asking that they communicate their names and organization using the Zoom chat feature.

Minutes

June 27th, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Amanda Jones motioned to approve the June 27th, 2023, Executive Committee meeting minutes, and Commissioner McKay seconded; the motion was carried unanimously to approval.

Financial Reports– Jan Warren, CFO

Cumulative Financial Statement Review as of 05/31/2023

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

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures ending 05/31/23 for the corporate entity account. The balance sheet shows little activity; money market interest earned. The statement of revenues and expenditures reflects the year-to-date interest and the expenses not eligible to be covered by WIOA or other grants, so there are very few changes.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 05/31/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

They are nearing the end of their program year. Jan commented that the only accounts that are significantly over budget are travel and facilities/rent. They are recognizing these trends going into next year's budget and evaluating the value of travel and other activities they participate in. Moving the building lease from a triple net to a gross will help with offsetting the rent and facilities budget line-item.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 05/31/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate monthly. Jan shared that they are at 92% of their annual budget this program year and are on target and where expected.

Program Year 2023 (PY23) Budget

Jan Warren provided a PY23 budget summary in the meeting packet. Jan discussed the ending grants (Community Development Block Grant and Outreach to Historically Disadvantaged Communities) and the additions (QUEST and State EcSA). Jan reviewed the anticipated carry-in funds from PY22 to be applied to PY23 – it will be determined what's available for BFWDC expenses and then award our sub-recipients. Lastly, Jan has compiled a detailed report that reflects costs and allocations across the different grant programs. She requested the document be reviewed and to reach out to her if any questions or further explanations are needed as this is a very detailed report.

This report shows the breakdown of the indirect cost, which is their overhead. Some direct salaries and benefits are recorded for each grant. Jan wanted to show the complexity of having different fund sources. Year-to-year comparisons are difficult as the grants are very diverse. Formula grants are more relatable and can be reviewed, and comparisons are made yearly.

In discussing the PY23 Budget, Jan overviewed projected BFWDC revenue and expenses, including building maintenance, supplies & equipment, and professional services for the impending four-year plan. Some of these are charged directly to the grant they are funded from. Training and professional development are fundamental aspects of operations, but due to travel costs continually increasing, they will continue to evaluate throughout the program year.

Todd Samuel complemented Jan Warren for doing a great job laying out very clearly the proposed budget. As chair, he called for a motion to approve.

Lynn Ramos-Braswell moved to approve PY23/24, BFWDC annual budget as presented, seconded by Commissioner McKay; the motion was carried unanimously to approval.

Liaison Report – David Chavey-Reynaud, COO

David covered the June Liaison report included in the meeting packet. He briefly overviewed the traffic at WorkSource Columbia Basin and TC Futures and WIOA program outcomes. Cumulative participants served for federal and state EcSA were discussed. Community Development Block Grant (CDBG) and Outreach to Historically Disadvantaged Communities (OHDC) outcomes, including site placements, referrals, and program targets, were reviewed – he reminded members that those grants have come to an end and will be removed from this report moving forward. David asked members to review the information in the meeting materials and to reach out if there were any questions.

BFWDC CEO Report – Tiffany Alviso, CEO

Washington Workforce Association (WWA) Executive Director

The Washington Workforce Association has been without an executive director for eight months.

Through their rigorous candidate evaluation process and reviewing 30 applicants, they have selected their next Director. More details will be released soon.

Employment Security Department Regional Director

John Dickson has been onboarded into the Employment Security Department Regional Director position. He has a leadership background in the workforce system, most recently at United Way.

Tri-City Chamber of Commerce Diversity Summit

The Tri-Cities Diversity Summit is an annual half-day event focused on helping professionals create a more diverse, equitable, and inclusive workplace. Through engaging breakout discussions and an inspiring keynote presentation, Diversity Summit attendees will receive actionable information and powerful resources to optimize their teams and bring about lasting change in their organizations. Tiffany, David, Jessie, and Cynthia will be attending the Summit.

Executive Member Round Table

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

Adjournment

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

Next Meeting

Executive Committee Meeting – Tuesday, August 29th, 2023, at 4:00 p.m. WSCB Room 8/ZOOM Hybrid

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

DocuSigned by: Submitted:

Todd Samuel

9/14/2023

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Todd Samuel, Board Chair

Date

DocuSigned by:

Cyndelle Howell

9/5/2023

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Cyndelle Howell, Administrative Assistant

Date