



**Benton-Franklin Workforce Development Council (BFWDC)**

**Youth Committee Minutes**

July 19<sup>th</sup>, 2023, at 3:30 pm – TC Futures/Zoom Hybrid.

**Board Present**

Alicia Perches  
Lynn Ramos Braswell  
Leticia (Lety) Torres  
Robert (Bob) Legard

**Ex-Officio Present**

Jamie Turner-Ohl

**Ex-Officio Excused**

Paul Randall  
David Wheeler

**BFWDC Staff Present**

Becky Tuno  
Cyndelle Howell  
Cynthia Garcia  
Jessie Cardwell  
Tiffany Alviso  
David Chavey-Reynaud

**Guests**

Kayci Loftus  
Melanie Olson  
Sara Elkins  
Zac Shileika

**Absent**

Cinthia Alvarez

**BFWDC Staff Excused**

Carya Bair

**Call to Order**

Lynn Ramos-Braswell called the meeting to order at 3:31 pm.

Lynn welcomed meeting participants and provided a roll call of committee members and staff to the board; a Quorum was met.

Lynn requested system partners, guests, and presenters use the chat feature to know who has joined.

**Motion to approve Youth Committee Minutes**

The Minutes from the May 17<sup>th</sup>, 2023, Youth Committee Meeting were provided for members to review.

*Alicia Perches motioned to approve the May 17<sup>th</sup>, 2023, Youth Committee Minutes as presented, seconded by Lynn Ramos-Braswell; the motion was carried unanimously to approval.*

**BFWDC E-Vote Follow-up – Cynthia Garcia**

The WIOA programs improve the quality of the workforce and enhance the productivity and competitiveness of the Benton-Franklin workforce. Job seekers often require help in accessing employment, education, transitioning skills, training, and support services to successfully obtain employment that offers upward mobility.

The purpose of the PY23 WIOA contracts is to help Youth, Adults, and Dislocated Workers to receive services, obtain credentials and find employment that pays family-supporting wages.

The BFWDC staff requested your recommendation to approve the contract amount listed below to continue providing services to eligible youth.

**Motion to award WIOA Youth Contract:**

The Benton-Franklin Workforce Development Council staff recommends the award of the WIOA Youth Contract to Career Path Services in the amount of \$628,933 to serve 177 youth in our community. This contract is effective July 1st, 2023, through June 30th, 2024.

*Lety Torres motioned to award Youth Services Contracts to Career Path Services, Effective July 1st, 2023, to June 30th, 2024, and four yeas followed; the motion was carried unanimously to approval via eVote.*

### **Review of the Program Year 2023 BFWDC Calendar of Events**

The BFWDC's 2023 program year began July 1<sup>st</sup>. This program year, meetings will be held in person with the option of virtual attendance; attendees' cameras must be on to count attendance. Cynthia covered the calendar that was attached to the meeting materials. The Youth Committee will continue to meet on the third Wednesday of every other month. Before November, the BFWDC will send out a doodle poll to move November's meeting to a different date and time that works best for everyone, as staff will attend the Washington Workforce Association Conference that week.

### **WIOA Youth Program Updates- Cynthia Garcia**

Cynthia provided that the annual Washington State monitoring was performed in May, and their team was on-site for a week, with additional work being performed virtually online. The state monitoring team reviewed their policies, notices, internal controls, and ten youth participant files during their visit. They found no issues or areas of concern to address within those participant files or the program's internal controls. The State monitors were highly efficient and completed their review quickly due to the work being done by the BFWDC's sub-recipient. They spoke positively about the internal quarterly review process in place. They were asked to present their approach and share their monitoring tools so other areas could implement the same strategy. They await the monitoring results, which will be presented at their upcoming board and committee meetings.

Cynthia provided a synopsis of the Out of School Youth program summary report for the 2022 program year. She overviewed program expenditures, actual outcomes, and targets. Cynthia asked all to review the attached summary for more details and highlights.

Tiffany Alviso asked a clarifying question about trending industry job placements for out-of-school youth in Benton and Franklin Counties.

Zac Shileika shared that they operate center-wide across all agencies, as it is essential to ensure that all partners and programs work together as a cohesive whole. They are seeing an increase in apprenticeship interest, healthcare, and entry-level work.

### **Together We Rise – Outreach to Historically Disadvantaged Communities (OHDC)– Becky**

Becky provided a detailed overview of cumulative PY22 OHDC program activities and outcomes. She covered outreach, including resource fairs, campaigns, and leveraging partnerships to reach more individuals and increase enrollments.

### **TC Future Updates– Melanie/Cynthia**

The BFWDC, in partnership with ESD123 and CPS, submitted a Career Connect WA proposal for youth and young adults ages 16 to 24 residing in Benton and Franklin Counties who are no longer engaged in traditional or alternative school settings or have graduated and do not have access to activities usually made available through the K-12 system. This proposed program intends to provide intensive support to those interested in career pathways in the Technology, Healthcare, or Manufacturing industries. Successful bidders will be notified. However, the BFWDC was informed that they are running behind in their selection process.

It was reported that "Future-Fest," held on May 11<sup>th</sup>, was a great success. Twenty-seven vendors, including employers, community colleges and universities, local apprenticeship programs, and training providers, offered programs and educational information to nearly 100 attendees.

Cynthia reminded attendees of the upcoming TC Futures Summer GED Graduation on August 3<sup>rd</sup> at The Garden Tri-cities in Kennewick from 5:30 PM – 6:30 PM.

**Business Engagement- David**

David summarized the business engagement report covering performance factors, including outreach performed, partners engaged, and targets. He discussed business outreach and event outcomes as well as highlights.

**Celebrating Champions- Cynthia**

Cynthia shared that moving forward, Celebrating Champions will be a standing agenda item to provide the opportunity to recognize strong partnerships/high performance- anything or anyone you would like to highlight. She recognized the Benton Franklin Workforce System – TC Futures & WSCB – for all the incredible hard work and dedication they have demonstrated. They have consistently exceeded as a team, delivering exceptional results. Their collective efforts have significantly impacted their community, and the BFWDC team is incredibly proud to be part of such a dedicated and high-performing team. The work done by these two centers is vital to the strength of their public workforce system in Benton and Franklin Counties.

**Agency Updates/Connections- Business Updates, Challenges, Successes, and Upcoming Events - All**

Lety (Leticia) Torres notified attendees of the upcoming Tri-City Diversity Summit at the Convention Center.

<https://www.tricityregionalchamber.com/diversity-summit.html>

**Next Meetings**

- Youth Committee Meeting: Wednesday, September 20th, 2023, from 3:30 p.m. TC Futures/Zoom Hybrid
- Quarterly Board: Tuesday, July 25th, at 4:00 p.m. WSCB Room 8/Zoom Hybrid

**Adjournment**

With no further business, the meeting of the Youth Committee adjourned at 4:43 pm.

Respectfully submitted:

DocuSigned by:  
  
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Lynn Ramos-Braswell, Board Member

DocuSigned by:  
  
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Cyndelle Howell, Administrative Assistant