



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

July 26th, 2022

3:15 p.m.

Zoom

Local Elected Officials

Commissioner Didier

Absent

Commissioner McKay

Excused Absence

Dennis Williamson

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey

Cynthia Garcia

Cyndelle Wood

Jessie Cardwell

DeAnn Bock

Isaac Estrada

Executive Members

Todd Samuel

Adolfo de Leon

Amanda Jones

Board Member

Jennie Weber

Call to Order

Todd Samuel called the meeting to order at 3:16 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Tiffany Alviso introduced the new BFWDC Administrative Assistant, Cyndelle Wood.

Roll Call

Cyndelle Wood conducted a roll call of Board Members, and Dennis Williamson was an excused absence. Cyndelle welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Todd provided the minutes from June 28th, 2022, Executive Committee Meeting for members to review.

Amanda Jones moved to approve June 28th, 2022, Executive Committee Meeting Minutes as presented, seconded by Commissioner Didier. Motion carried.

Financial Reports May 2022

Jan Warren reviewed the BFWDC financial reports with members, which were included in the meeting packet. The balance sheet showed no fundamental changes from the prior month except money market interest. The revenue and expenditure account for the corporate entity fund had minor changes – interest has been posted. The balance sheet for the main account reflects a negative balance due to the timing of the reimbursement from commerce for one of the commerce grants. The negative balance was addressed by transferring funds in June from the corporate entity to the main account to cover those operating expenses, pending the payment and the accounts receivable. The revenue and expenditure report for the main account shows us to be at 90%. Jan explained why some line items exceeded the budgeted amount. For example, technology needs and maintenance, including new HVAC and building repairs. The budget next year will reflect anticipated building repairs and maintenance. The professional services and contracts account did see an increase in I.T. services due to server replacement and labor associated. The balance sheet for the partnership showed little activity -small receivables and what was outstanding at the end of May for accounts payable. The revenue and

expenditure account for the partnership reflects rent and facilities as significant expenses. Some of the building maintenance discussed earlier, HVAC, and reconciliation of operating expenses from Goodwill.

Program Year (PY) 22 Budget

Jan Warren provided a PY22 budget summary and memo in the meeting packet. Jan discussed the ending grants (disaster recovery and employment recovery). New versions of EcSA will be added to our upcoming year – the previous EcSA grant expired in March 2022, and BFWDC personnel changes. Jan reviewed the anticipated carry-in funds from PY21 to be applied to PY22 – 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 allocation 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 in more detail of the indirect cost, which is our overhead, and 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.

As you can see on the provided reports, there have been no significant decreases across the board for the last two years on our formula grants. The "Together We Rise" grant has outreach and marketing characteristics that aren't allowed under the WIOA grant.

In discussing the PY22 Budget, Jan overviewed security, building maintenance, and personnel changes. Some of these are charged directly to the grant. Training and professional development are fundamental aspects of our operations. Travel costs are skyrocketing, so we will have to re-evaluate throughout the FY.

Todd Samuel complemented Jan Warren for doing a great job laying out very clearly the proposed budget and seeing the success we have going forward. As chair, he called for a motion to approve.

Adolfo moved to approve PY22/23, BFWDC annual budget as presented, seconded by Commissioner Didier. Motion carried; unanimously approved the budget as presented.

BFWDC Bylaw update

Tiffany Alviso discussed recommendations made at our state monitoring visit in May, including CEO / Director oversight and defining a Quorum related to the standing committee/advisory level.

Article VIII:

Section 2: Duties of the committee have been updated to reflect the recommendations of the State. The Chairman of the Board will select and hire the Executive Director and annually conduct a performance appraisal of the Executive Director at the Full-Board level.

Section 8.1: Quorum was defined as it applies to standing, temporary, and advisory committees.

Section 11.2: Hiring, dismissal, and other personnel actions concerning the Chief Executive Officer shall be the responsibility of the Chairman with the approval of the Board.

This is making us better aligned with the intent of WIOA and the direction that the Department of Labor wants locals to take under the law, making sure that we're compliant and have those best practices moving forward.

Commissioner Didier moved to approve BFWDC Bylaw updates as presented, seconded by Amanda Jones. Motion carried; unanimously approved the BFWDC Bylaw updates as presented.

WIOA Title IB PY22 Adult and Youth Sole Source Procurement Memo

Tiffany summarized the detailed memo that was provided in the meeting packet. Please review the Memo for further detail and reach out with any questions.

Staff to the board are recommending that, due to COVID and having some pressures and barriers, we utilize the sole source procurement option as the competitive procurement by our local policy that allows us to offer this PY22 contract.

Motion to approve the sole source procurement for the PY22 Adult contract, utilizing Career Path Services as the service provider.

Adolfo De Leon moved to approve sole source procurement for the PY22 Adult contract, utilizing Career Path Services as the service provider, seconded by Amanda Jones. Motion carried; unanimously approved.

Motion to approve the sole source procurement for the PY22 Youth contract, utilizing Career Path Services as the service provider.

Adolfo De Leon moved to approve sole source procurement for the PY22 Youth contract, utilizing Career Path Services as a sub-recipient, seconded by Todd Samuel. Motion carried; unanimously approved.

Liaison Report Presentation

David Chavey reviewed the BFWDC Liaison Report with members and shared several specific workforce systems and statistics. Time for discussion was limited, and David asked those with questions to reach out for more detailed information.

CEO Updates

The Benton Franklin Workforce Development Council will release a request for information (RFI) to IT companies in our local area and beyond, should someone be interested in performing our IT services. You'll see this on our website with public notice even as soon as the end of this week. Unfortunately, our current provider ExecuTech has not been focused on the level of customer service we feel we should be receiving. And in analyzing the budget, the ebb and flow of costs related to it are usually \$3,000 in any direction. And through analysis, it was brought to my attention that this past year, it exceeded what we anticipated by \$16,000. So, we want to be responsible and good stewards of the taxpayer's dollars in conjunction with the lack of quality we think we're receiving as a customer. It just makes sense to stop utilizing ExecuTech and move forward with another entity at this juncture.

The Executive Member Round Table

There was no additional time for member roundtable as this was a short meeting due to the full-board meeting following.

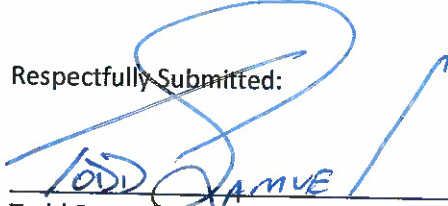
Next Meeting

Executive Committee Meeting – Tuesday, August 30, 2022, at 4:00 pm. – Zoom


Adjournment

The meeting of the Executive Committee adjourned at 3:58 p.m.

Respectfully Submitted:



Todd Samuel, Board Chair 10/12/2022
Date



Cyndelle Wood, Administrative Assistant 10/12/2022
Date