



Benton – Franklin Workforce Development Council (BFWDC)

Executive Committee Meeting

Tuesday, April 25th, 2023, at 3:15 p.m. 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

- I. Call to Order & Welcome- Todd Samuel
 - a. Board Member/BFWDC Staff Roll Call & Excused Absences – Cyndelle Howell
 - b. Visitor/Presenter Welcome – Todd Samuel
- II. Approval of Committee Minutes - Todd Samuel
 - a. Executive Committee – Tuesday, March 21st, 2023 (Needs a vote)
- III. Motion to nominate new Board of Directors members (Needs a vote)
 - a. Representing Government: Jessica Rusch, DSHS
 - b. Representing Labor: Andrew Cook, Southwest Washington Northeast Oregon JATC
 - c. Representing Labor: Geoff Arends, LU112-NECA Electrical JATC
- IV. Motion to approve Board of Directors member re-elections (Needs a vote)
 - a. Representing Business: Lynn Ramos – Braswell, Gesa
 - b. Representing Business: Lori Mattson, Tri-City Regional Chamber
- V. Motion to award the WIOA Title IB Dislocated Worker Subrecipient Contractor, Career Path Services, an additional \$13,309, bringing the total contract amount to \$773,072, Effective April 10th, 2023. – Jessie Cardwell (Needs a vote)
- VI. February Finance Reports and Budget Revision- Jan Warren (Needs a vote)
- VII. BFWDC CEO Report - Tiffany Alviso
- VIII. Liaison Report - David
- IX. Executive Member Round Table – All
- X. Next Meeting
 - a. Executive Committee Meeting – Tuesday, May 30th, 2023, at 4:00 p.m. on Zoom
 - b. Board Meeting – Tuesday, July 25th, 2023, at 4:00 p.m. on Zoom/WSCB

Attachments

1. 2023.03.21 Executive Committee Minutes
2. Memo – Dislocated Worker CPS Contract Modification
3. 2023.02 Finance Reports
4. 2023.03 ESD EcSA Letter
5. 2023.03 Liaison Report
6. 2022.03 Liaison Report
7. 2023.03 WorkSource Operator Monthly Report
8. 2023.03 TC Futures Report
9. PY23 Board of Directors Calendar

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 711



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

March 21st, 2023, 4:00 p.m. Zoom

Local Elected Officials

Commissioner McKay

Excused

Commissioner Didier

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Isaac Estrada

Carya Bair

BFWDC Staff Excused

Cyndelle Howell

Executive Members

Todd Samuel

Adolfo de Leon

Amanda Jones

Lynn Ramos – Braswell

Guests

Crystal Bright

Board Members

Jennie Weber

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:01 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

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

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

Minutes

February 28th, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Lynn Ramos-Braswell motioned to approve the February 28th Executive Committee meeting minutes, and Commissioner Will McKay seconded; the motion carried unanimously to approval.

Program Funding

Motion to award the EcSA Round 3 Subrecipient Contractor, Career Path Services, an additional \$25,000, bringing the total contract amount to \$396,204, Effective April 1, 2023.

Adolfo de Leon motioned to approve the EcSA Round 3 Subrecipient Contractor, Career Path Services, an additional \$25,000, bringing the total contract amount to \$396,204, Effective April 1, 2023, seconded by Commissioner McKay; the motion carried unanimously to approval.

Motion to award RFP #2023-01 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1, 2023, to June 30th, 2024.

Commissioner Will McKay motioned to approve the award of award RFP #2023-01 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1, 2023, to June 30th, 2024, seconded by Lynn Ramos-Braswell; the motion carried unanimously to approval.

Financial Reports January 2023 – Jan Warren, CFO

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 01/31/23 for the corporate entity account. Quarterly, they adjust the accrued vacation that is kept in reserves in the event they need to pay out that vacation to staff. Jan has updated that entry and iterated that the total adjustment was \$975, reflecting that change in the proper period (12/31/22).

Jan shared that the 12-month CD was automatically renewed before the notice was received from HAPO. Typically, notification will be made in advance for CD maturity and renewal – HAPO renewed automatically, offering the same terms. Jan noted that the interest rate is lower than online financial institutions, but HAPO is local to the BFWDC, and their market rate is in line with other local Banks.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 1/31/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

Jan commented that the AR OHDC line item reflects a negative number – this is atypical and explained that as this is a reimbursable grant, supplies were ordered, then processed with Commerce; the order was then canceled as items were back-ordered, and this reflects those transactions.

The BFWDC has received the 2022 operating expense reconciliation statement from Goodwill for suites C & D, which is received annually. This year it is considerably higher than in previous years (double), and we were made aware that there will be additional capital expenses this year (2023) to prepare for as well. Jan stated that they would ask clarifying questions to understand better and prepare for the next calendar year. She added that they would also look at their travel budget as the airfare has increased.

Jan reminded members of the impending budget revision that will be presented next month. Jan will take this opportunity to reclassify OHDC outreach expenses to avoid distorting the WDC supplies line item.

WSCB: Lastly, Jan discussed the WSCB Partnership and the statement of revenues and expenditures ending 1/31/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate from month to month. Jan shared that they are at 58% of their annual budget this program year and are on target.

BFWDC CEO Report – Tiffany Alviso, CEO

Tiffany shared that Executive Board Member, Dennis Williamson, has resigned, and the BFWDC is without a third check signer. Lynn Ramos – Braswell has volunteered in lieu of the Board Chair being unavailable to review transactions and sign checks. Tiffany Alviso, CEO, requested a motion to remove Dennis Williamson as a signature authority and approve Executive Board Member Lynn Ramos-Braswell as the BFWDC's third approval in lieu of the Board Chair's absence.

Todd Samuel motioned to approve the removal of Dennis Williamson as the authorized third party and add Executive Board Member Lynn Ramos-Braswell, seconded by Commissioner McKay; the motion carried unanimously to approval.

Tiffany shared that Carolyn Busch, from the Washington State Department of Commerce, visited the local area Monday (3/20/23). Carolyn is the Workforce Initiatives Director for Commerce and is visiting all 12 workforce development areas in Washington State – Benton-Franklin being her third stop. She was taken

on a tour of WorkSource, TC Futures, Tri-City Development Council (TRIDEC), and the Tri-Cities Regional Chamber.

Tiffany communicated that through their relationship with Deb Bowen (STEM Foundation), the BFWDC had been allocated \$5,000 from the Washington State Student Achievement Council to pilot a project in Benton City. They are in the planning phases of an April retreat where they will scope out the project with the goal of increasing student enrollment from the K-12 system into post-secondary. This allows the BFWDC to participate and strategize in creating a model that can be replicated throughout the state.

The National Association of Workforce Boards (NAWB) annual conference, “The Forum,” is being held March 25th – 28th in Washington, D.C. Tiffany, Jan, David, and Executive Board Member Lynn Ramos-Braswell will attend. They plan on attending the conference, supporting the Washington State delegation through a reception environment, and transitioning to a hill climb where they will meet with Congress, including Representative Newhouse and Senator Patty Murray’s Legislative Assistants.

Liaison Report – David Chavey-Reynaud, COO

Carya Bair, Business Engagement Manager, in partnership with Jesse and Heather with Career Path Services, has developed a business plan as well as an outreach plan that was submitted to the State at the end of February. Still, one of Carya’s most recent activities has been starting to schedule monthly tours, not only with businesses but with community partners.

Board Chair Todd Samuel encouraged all Executive Board Members to contact BFWDC for a tour of TC Futures and WorkSource if they haven’t in the past.

David shared that they have already had one tour scheduled, and if any of the Board members are interested, they are hoping to make the tours more regular, not just for stakeholders within our own board but also for community partners; please contact Carya Bair (cbair@bf-wdc.org).

David covered the Liaison report included in the meeting packet. He provided an overview of 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. Additionally, EO (equal opportunity) monitoring was conducted during February, including interviews with customers and staff and a facility walkthrough. They are following up with some conversational items because of that monitoring. However, results should be made available soon. David asked members to review the information in the meeting materials and to reach out if there were any questions.

Executive Member Round Table

Todd Samuel provided an update on PNNL employment, expansion, and growth.

Commissioner Will McKay gave an update on the Juvenile Justice Center. The awarding bidder will be released next week, and remodeling can begin. The hope is to be completed next year (2024). This is a bi-county project (Benton-Franklin counties).

Adjournment

Todd adjourned the executive committee meeting at 5:02 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, April 25th, 2023, at 3:15 p.m. on ZOOM

Quarterly Board Meeting – Tuesday, April 25th, 2023, at 4:00 p.m. on ZOOM

Respectfully Submitted:

Todd Samuel, Board Chair

Date

Cyndelle Howell, Administrative Assistant

Date

MEMORANDUM

DATE: April 13, 2023

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

FROM: Jessie Cardwell, Workforce Programs Manager

SUBJECT: Motion to award the WIOA Title IB Dislocated Worker Subrecipient Contractor, Career Path Services (CPS), an additional \$13,309, bringing the total contract amount to \$773,072, effective April 10, 2023.

Background: State Employment Security Department (ESD) is reallocating unspent Rapid Response funds to local areas interested in receiving additional funds for their Dislocated Worker programs and are in good standing with their expenditures. Our area's reallocation amount is \$42,507, which must be spent fully by June 30, 2024. Because we can use these funds until June 2024, \$13,309 will be applied to PY22, and the rest, \$29,198, will be applied to PY23 to help increase funds for the first quarter when there is a cap.

- In reviewing the February 2023 Dislocated Worker program invoice, our service provider, CPS, has expended 104% of their monthly target.
- CPS has successfully met expenditure targets while reflecting successful outcomes in its programs.
- CPS has continued to develop new strategies throughout the program year to provide alternative ways for customers to access services and engage with program participants to assist them in attaining their goals. Their efforts to assist participants and improve services have been highlighted in the Program Performance Summaries reviewed by the Adult and Employer Linkage Committee.

BFWDC staff recommends increasing Career Path Services PY22 WIOA Title IB contract by an additional \$13,309 beginning April 10, 2023, bringing the contract total to \$773,072.

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 10 - Corporate Entity
 As of 2/28/2023

		Current Period Balance
Asset		
Cash (Checking Acct - CE)	1110	1,616.35
Corporate Entity MM Account	1111	46,284.76
CE 12 month CD	1112	52,735.39
Total Asset		100,636.50
Liabilities		
Accrued Vacation Payable	2500	74,556.90
Due to/from other funds	2990	(32,000.00)
Total Liabilities		42,556.90
Net Assets		58,079.60
Total Liabilities and Net Assets		100,636.50

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Corporate Entity
From 7/1/2022 Through 2/28/2023
(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	199	0	0.00%	0	0.00%
Donations/Contributions (unrestricted)	0	0	0.00%	0	0.00%
Total Revenue	<u>199</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Expenses					
Supplies, Furniture, Equipment	24	0	0.00%	0	0.00%
Donation fees	0	0	0.00%	0	0.00%
Dues, Fees and Subscriptions	118	0	0.00%	0	0.00%
Non WIOA Expenses	0	0	0.00%	0	0.00%
Total Expenses	<u>142</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Net Surplus/ (Deficit)	<u><u>57</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 20 - WDC Main
 As of 2/28/2023

		Current Period Balance
Asset		
Cash (Bank Acct - WDC)	1120	(7,476.20)
CDBG Receivable	1201	39,688.77
AR OHDC	1202	24,069.38
Receivable (Grants)	1300	324,032.07
Total Asset		380,314.02
Liabilities		
Accounts Payable (AP System)	2000	339,262.12
Due to/from other funds	2990	32,000.00
Total Liabilities		371,262.12
Net Assets		9,051.90
Total Liabilities and Net Assets		380,314.02

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - With budget revision
20 - WDC Main
From 7/1/2022 - 1/31/2023

	Current Period Actual	Annual Budget	Reclassify	Reclassify	Increase	Decrease	Revised annual budget	Comments	Percentage of Total Budget
Expenses									
Sub-Recipient Reimbursements	2,070,821	3,221,817					3,348,537		61.84%
					89,118			Quest	
					30,799			PY21 Youth reallocated funds	
					13,309			PY22 DW reallocated funds	
						84,887		CDBG contract revision	
					25,000			EcSA Round 3 reallocated funds	
					53,381			PY20 EcSA reallocated funds	
Rent and Facilities	38,863	61,122					61,122		
Salaries and Wages	530,843	786,590			32,085		818,675	Hired additional staff - Quest	64.84%
Payroll Taxes and Benefits	141,673	245,791			7,097		252,888	Hired additional staff - Quest	56.02%
Non-WIOA reimbursment	0	0					0		0.00%
Professional Services and Contracts	44,917	299,504		218,854		5,000	75,650	Reclassify OHDC/reduced audit costs	59.37%
TC Futures	40,870	65,000					65,000		62.88%
Travel and Training	34,417	46,320					46,320		74.30%
Supplies, Furniture and Equipment	8,467	13,900					13,900		60.91%
Equipment and Software - Lease and	9,049	28,685					28,685		31.55%
Communications (Telephone, Postage and	1,661	3,960					3,960		41.94%
Insurance	7,679	7,679					7,679		100.00%
OHDC Outreach	69,239	0	218,854				218,854	Reclassify OHDC	31.64%
OHDC Admin fees	17,320	0					0		0.00%
Dues, Fees and Subscriptions	17,031	17,409					17,409		97.83%
Total Expenses	3,032,849	4,797,777	218,854	218,854	250,789	89,887	4,958,679		61.16%

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - WDC Program Rev/Exp - OHDC Reclassify YTD costs
From 7/1/2022 Through 2/28/2023

5005 - OHDC
205 - OHDC

	Current Period		Description
	Actual	Reclassify expenses to outreach	
Expenses	As of 2/28/23	Debit	Credit
Salary & Wages	58,503.38	-	-
Payroll Tax Expense	5,535.72	-	-
Medical/Dental Insurance	2,378.92	-	-
401K Benefits	752.78	-	-
Professional Fees (Other)	13,128.10	-	13,128.10
Professional Fees (Pay Plus)	1,226.86	-	-
Supplies	14,688.36	-	14,688.36
Telephone	347.07	-	-
Outreach	37,782.22	31,457.18	-
Travel	1,003.71	-	-
Conference Fees & Registration	545.00	-	-
Dues, Fees & Licenses	3,640.72	-	3,640.72
Administrative Costs	17,319.52	-	-
Total Expenses	156,852.36	31,457.18	31,457.18

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 30 - WSCB Partnership
 As of 2/28/2023

		Current Period Balance
Asset		
Cash (Bank Acct - WSCB)	1130	57,764.99
Accounts Receivable	1200	3,438.76
Total Asset		61,203.75
Liabilities		
Accounts Payable (AP System)	2000	4,092.03
Total Liabilities		4,092.03
Net Assets		57,111.72
Total Liabilities and Net Assets		61,203.75

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30-WSCB Partnership From 7/1/2022-2/28/2023

(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					
Partner Revenue	152,715	152,723	99.99%	229,085	66.66%
IFA Adjustments	0	0	0.00%	0	0.00%
Sub-Lease Revenue	104,658	104,658	100.00%	156,987	66.67%
Employee Recognition Non-Operating Income	886	0	0.00%	0	0.00%
Total Revenue	<u>258,259</u>	<u>257,381</u>	<u>100.34%</u>	<u>386,072</u>	<u>66.66%</u>
Expenses					
Rent and Facilities	226,611	234,645	96.58%	352,177	64.35%
Supplies, Furniture and Equipment	5,861	10,550	55.55%	16,200	36.18%
Employee Recognition	862	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	4,887	1,200	0.00%	1,200	407.25%
Managed Print	80	4,480	1.79%	6,720	1.19%
Business/Community	0	3,400	0.00%	5,000	0.00%
Dues, Fees and Subscriptions	2,337	3,175	73.61%	4,775	48.94%
Total Expenses	<u>240,639</u>	<u>257,450</u>	<u>93.47%</u>	<u>386,072</u>	<u>62.11%</u>
Net Surplus/ (Deficit)	<u>17,620</u>	<u>(69)</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

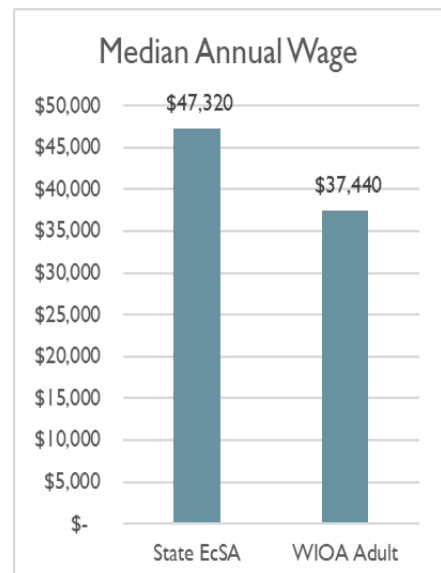
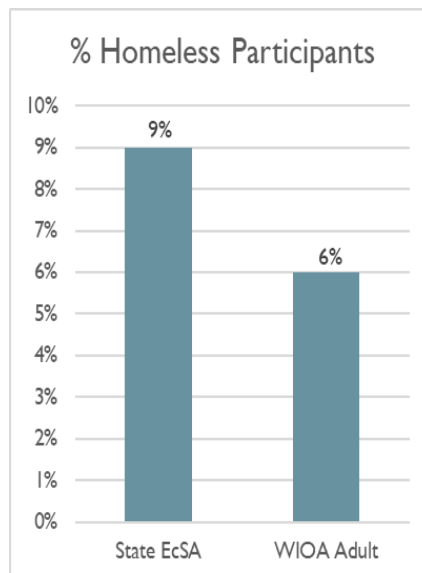
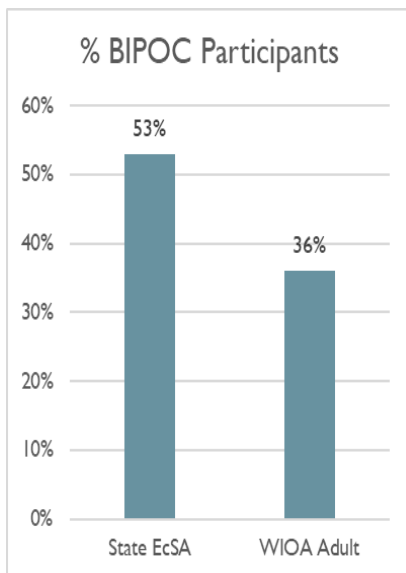
March 24, 2023

Dear Local Workforce Board Directors throughout Washington,

As we receive new demographic data about the state-funded Economic Security for All (EcSA) program, it is becoming even more clear how meaningfully and successfully you are promoting equity in your communities in every part of the state. Equity and economic success are long-term work and require humility and persistence over years and decades, which is why I believe it is important to share and celebrate positive indicators along the way.

As you know, we all are often asked, “How do you know EcSA is working?” The simple answer is that the state-funded EcSA program is meeting or exceeding (sometimes vastly exceeding) all of the performance targets that you promised to achieve in return for receiving the funding. Sometimes we are asked for information beyond that, and how EcSA is comparing to other existing programs.

Control group comparisons are very difficult in any workforce or social service, and when attempted, they often are not conclusive or meaningful, because of the vast number of variables involved when we look at human beings and their behaviors in any given program. However, Washington’s implementation of the WIOA program for low-income adults has been exemplary over decades, exceeding federally-set targets with regularity, and often considered among the better programs in the entire nation. It is not entirely fair to compare EcSA to such a strong and long-standing legacy program, when EcSA is new and attempting a more difficult task: moving people with very low income and significant barriers all the way to permanent living wage. With that caveat, we do have new capabilities to compare demographics and outcomes between the two programs, and it is an indicator of not only how impressive your ongoing work in the WIOA Adult program is, but also how effectively you are pursuing and achieving the goals of EcSA.



These are only early indicators, and they are not comprehensive nor conclusive. Also, it is extremely important to remember that the WIOA Adult program is performing very well. However, I still wanted to share these early indicators of your work to promote equity, help people in your community move out of poverty permanently, and build the economic and social fiber of your communities into something even stronger than it was before the pandemic!

Your partnership with your local business community, social services, and economic development contribute to your ability to create this kind of early success. Although these two programs are not exactly comparable and this data is new, I wanted to share it with you and congratulate you on a job well done by your boards, teams, and local partners who all work hard every day to make this happen. Also, speaking for myself, I rarely see indicators this clear even in control group studies done over years at great cost. In my opinion, you are achieving great results in all your programs. In EcSA in particular, you appear to be achieving significant increases in equity, poverty reduction, and living wage careers that many communities would hesitate to even attempt. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Probst", is written over a light blue horizontal line.

Tim Probst
Grants Director
Washington State Employment Security Department

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

March 2023 Liaison Report

Program Year July 2022-June 2023



A proud partner of the AmericanJobCenter network

Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 863 (-56)
Total Staff Assisted Services to Job Seekers: 1984 (+41)
Unique Number of Businesses Served: 66 (-5)
Staff Provided Business Services: 151 (+8)

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 Enrolled (YTD): 544 (+36)
Out-of-School Youth (OSY) Program (YTD): 188 (+8)
Co-enrolled in Both Programs: 49 (+2)
Total Youth attained GED: 48 (+4)
Total OSY Employed and/or Post-Secondary Exits: 75 (+14)

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 * QUEST*

Total Participants Served (YTD): 537
Monthly-to-Date Target: 449 (120%)

Total Employed Exits (YTD): 181
Monthly-to-Date Target: 223 (81%)

Additional BFWDC Programs

Economic Security for All (FEDERAL EcSA)

Participants Served (YTD): 159 Monthly-to-Date Target: 140
Total Employed Exits: 49 Monthly-to-Date Target: 75

Economic Security for All (STATE EcSA)

Participants Served (YTD): 65 Monthly-to-Date Target: 43
Total Employed Exits: 27 Monthly-to-Date Target: 27

Community Development Block Grant (CDBG)

Site Placements: 8 Program Target: 12
Low/Middle Income Served: 85,553 Program Target: 40,000

Outreach to Historically Disadvantaged Communities

Referrals Made: 804 Monthly-to-Date Target: 300
Customers Reached: 5837 Program Target: 1,110

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.

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 (February)

Employment Security Department Labor Market Information

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

Benton County Unemployment: 6.9%

Franklin County Unemployment: 9.1%

Tri-Cities Employment (February 2023)	Jobs	MoM	% Change	YoY(21)	% Change	COVID Recovery
Total Nonfarm	124700	1,000	0.8%	4,900	4.1%	159%
Total Private	105000	700	0.7%	4,100	4.1%	163%
Goods Producing	19700	100	0.5%	1,200	6.5%	160%
Mining, Logging, and Construction	10300	-	0.0%	(100)	-1.0%	73%
Manufacturing	9400	100	1.1%	1,300	16.0%	400%
Service Providing	105000	900	0.9%	3,700	3.7%	159%
Private Service Providing	85300	600	0.7%	2,900	3.5%	164%
Trade, Transportation, Warehousing and Utilities	21400	-	0.0%	200	0.9%	240%
Retail Trade	14100	100	0.7%	(100)	-0.7%	163%
Financial Activities	4300	-	0.0%	-	0.0%	100%
Professional and Business Services	22600	200	0.9%	1,100	5.1%	317%
Administrative and Support Services	12300	100	0.8%	500	4.2%	500%
Educational and Health Services	20100	300	1.5%	900	4.7%	264%
Leisure and Hospitality	12600	100	0.8%	600	5.0%	116%
Food Services	9800	100	1.0%	200	2.1%	126%
Government	19700	300	1.5%	800	4.2%	118%
Federal Government	1200	100	9.1%	-	0.0%	100%
Total State Government	2900	-	0.0%	-	0.0%	-50%
Total Local Government	15600	200	1.3%	800	5.4%	156%

Other News

- WSCB received final results from the PY21 Wagner-Peyser Self-Appraisal. All elements were met and a coaching/training plan is not needed. Best practices noted by the monitoring team include:
 - WSCB is linked to a large network of partners beyond the site to provide wrap around services to our customers in alignment with community and regional strategies.
 - Actively seek input via customer surveying and post interaction staff follow ups.
 - We have a philosophy of “meeting the customer where they are at.”
- WSCB Equal Opportunity Monitoring results from February were received and there were not any findings.
- Sonar Insights has delivered the final report of the OHDC Communication Research Project, which investigated optimal methods of outreach targeting BIPOC, Monolingual Spanish Speakers, Persons with Disabilities, Single Parents, and LGBTQIA+ Communities, to the BFWDC. We plan to use the results to coordinate amongst our system on messaging to ensure we are reaching all populations and demographics.

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 509-734-5988



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

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

March 2022 Liaison Report

Program Year July 2021-June 2022



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Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 1203 (+485)
Total Staff Assisted Services to Job Seekers: 2651 (+811)
Unique Number of Businesses Served: 89 (-9)
Staff Provided Business Services: 156 (-8)

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: 533 (+62)
TC Futures Total Youth Enrolled (YTD): 407 (+85)
Out-of-School Youth (OSY) Program (YTD): 197 (+18)
Open Doors Program: 283 (+72)
Co-enrolled in Both Programs: 73 (+5)
Total Youth attained GED: 39 (+4)
Total OSY Employed and/or Post-Secondary Exits: 75 (+13)

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): 584

Monthly-to-Date Target: 601 (97%)

Total Employed Exits (YTD): 226

Monthly-to-Date Target: 288 (78%)

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 87

Total Employed Exits: 12

Monthly-to-Date Target: 138

Monthly-to-Date Target: 95

Community Development Block Grant (CDBG)

Site Placements: 6

Monthly-to-Date-Target: 3

Program Target: 12

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 (February)

Employment Security Department Labor Market Information

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

Benton County Unemployment: 5.8%

Franklin County Unemployment: 7.8%

Tri-Cities Employment (February 2022)	Jobs	MoM	YoY(21)	Jobs Lost (April 2020)	Jobs Gained (February 2022)	Recovery
Total Nonfarm	119100	2,400	7,400	11,200	12,200	109%
Total Private	100200	2,200	6,100	10,100	11,700	116%
Goods Producing	18600	500	1,000	1,500	1,300	87%
Mining, Logging, and Construction	10300	400	100	1,100	800	73%
Manufacturing	8300	100	900	400	500	125%
Service Providing	100500	1,900	6,400	9,700	10,900	112%
Private Service Providing	81600	1,700	5,100	8,600	10,400	121%
Trade, Transportation, Warehousing and Utilities	20500	300	700	1,500	2,700	180%
Retail Trade	14000	300	600	1,600	2,500	156%
Financial Activities	4300	100	500	300	300	100%
Professional and Business Services	22000	600	1,300	600	1,300	217%
Administrative and Support Services	11900	500	900	300	1,100	367%
Educational and Health Services	18700	300	300	1,100	1,500	136%
Leisure and Hospitality	11800	300	2,300	4,300	4,200	98%
Food Services	9600	100	1,900	2,700	3,200	119%
Government	18900	200	1,300	1,100	500	45%
Federal Government	1100	(100)	(100)	-	(100)	100%
Total State Government	2900	-	500	200	(100)	-50%
Total Local Government	14900	300	900	900	700	78%

Other News

LinkedIn Learning	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
8/9/21 – 4/4/22	159	100	557	128	3,153	2,665

Notes: Engagement reporting is inclusive of all users under the Benton Franklin Workforce System (BFWDC, WSCB, and TC Futures)

Grow with Google (March 2022)	Project Management	UX Design	IT Support	Data Analytics
Customer Enrollments	7	2	8	2

- Business Services is collaborating with Simplot to provide the space and technology needed to support onboarding of monolingual Spanish speaking employees. In-person onboarding will begin in April 2022 at WorkSource Columbia Basin.
- We have seen a steady increase in customer traffic at WorkSource Columbia Basin, which we are able to track using our new scheduler, QTRAC. Here is a snapshot of customers served by the Front-End Services Team this quarter:

Month of	1:1 Appointments	Walk-Ins	Total
January 2022	230	510	740
February 2022	264	454	718
March 2022	320	689	1009

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

Questions about this report?
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Email: dchavey@bf-wdc.org
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Contact us at 509-734-5980



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WorkSource Operator Report

Benton Franklin Workforce Consortium

March 2023

March Highlights:

- We received final results from the PY21 Wagner Peysers Self Appraisal. All elements were met and a coaching/training plan is not needed. Best practices noted by the monitoring team include:
 - WSCB is linked to a large network of partners beyond the site to provide wrap around services to our customers in alignment with community and regional strategies.
 - Actively seek input via customer surveying and post interaction staff follow ups.
 - We have a philosophy of “meeting the customer where they are at.”
- Local EO Monitoring results were received. There were not any findings.

WorkSource Site Operations:

Customer Counts 3/1-3/31/23		
Total Staff Assisted Seekers	863	
Total Staff Assisted Services	1984	
<i>Basic Career Services</i>	1745	
<i>Individualized, Training, and Support Services</i>	236	
Unique Number of Businesses Served	66	
Staff Provided Business Services	151	
	Services Provided	Businesses Served
<i>Business Assistance</i> WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	6	6
<i>Employee Training</i> Assessment, referral, enrollment, etc.	5	3
<i>Other</i> Employer outreach visit, marketing business services, etc.	91	38
<i>Recruitment</i> Hiring events, referrals, etc.	49	32
<i>Wage & Occupation Information</i> Labor Market Info, etc.	0	0

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED; & Business Services: ETO Staff Provided Business Services (4/10/23).



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March 2022 Customer Feedback:

- 43 survey responses were received via Jotform:
 - Of the customers who responded, 77% will refer family and friends. (It should be noted that all but one of ten individuals that stated that they will not refer others reported a positive experience and had no suggestions for improvement.)
- WSCB Team members engaged customers to ensure their needs were met and to identify actionable feedback. A total of 24 comments were collected to include areas we exceeded expectations and suggested improvements.
- We also received a 5-star review on Google Business thanking Lisandra Valencia for helping (them) make their dream of being a professional truck driver come true and providing “phenomenal” experience.
- Customer Feedback – *What we did well:*
 - “One person stands out, Ric Valdez as extraordinary...(He) went above and beyond to help me.”
 - “Chante has been extraordinarily helpful and encouraging. She has regularly checked in with me and continues to seek opportunities for me to look into or consider.”
 - “Everyone is helpful here. As my career coach- you (Elina) are very patient, and thorough person. Easy to communicate with.”
- Customer Feedback – *What we can do better:*
 - We received the following actionable, specific feedback in March to be addressed in April:
 - “Listening to my situation and needs first before jumping into what you think I might need.”
 - “Find ways to work with employers to consider taking on those with less experience than they are seeking, training up those who can usher in the next generation of the workforce...and bring back employer incentives for hiring those newly graduated.”

Service Delivery

Career Services:

- One on one services highest in demand include desktide job seeker assistance, provision of workforce information, and basic assessment. Translation/interpretation services were provided 151 times in March, or 8% of staff assisted services.
- LinkedIn Learning – Our team continues offering online learning to customers who are interested and can benefit. Here are our engagements to date:

Dates	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
7/1/22 – 4/10/23	223*	138	660	184	4634	4035

*This includes staff and customers who have had access, however, no longer hold an active license.



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Business Services:

- In preparation for the Boeing hiring event on April 12th, the team hosted a tour for Leslie Paterson and have worked diligently to share the event with the community.
- We are seeing a ramp up in hiring for jobs in the agriculture sector, including H2A referrals and placements. Of high need are individuals for asparagus harvest.
- Our Local Veteran Employment Representative (LVER) continues to work closely with businesses and our Disabled Veteran Outreach Program Specialist (DVOP) to ensure placement of qualified veteran customers. In response to business and job seeker need, we will host a meet the employer event in April rather than the traditional resume workshop in partnership with local employers. Businesses will share what their company is looking for in a resume, how to translate past military skillset and past employment skillset into a new career field.
- Upcoming Events –
 - Meet the Employers for Veterans & Military Spouses: 4/11 from 2-4pm with Mock Interviews by appointment from 4-5pm
 - Boeing Hiring Event: 4/12 from 10am-2pm
 - 2023 Spring Career & Internship Fair: 4/25 from 10am-2pm

Community Connections:

- 3/2: Co-hosted an informational tour of WSCB in partnership with the BFWDC Business Engagement Manager (BEM) for Lynne Follett, Economic Development Specialist with the City of Richland.
- 3/7: Executed our first non-IFA Partner MOU with SDI (account holder for Assurance Wireless, contractor for Federal Free Phone Program), who is now providing free phone services onsite Tuesday, Wednesday, and Thursday from 10am-2pm.
- 3/9: Met with Sonee Kulaga Wilson, Mission Services Manager, & Heather Peterson, Director of Mission Services, to iron out details of an MOU which will allow Goodwill to provide digital literacy workshops onsite at WSCB and WSCB team members to serve our mutual customers at the Pasco Employment Connection Center.
- 3/20: Met with Carolyn Busch from Department of Commerce to host a tour and discussion around WSCB business and job seeker customer needs, how we are working with our college partners to provide education and training opportunities, and ways state partners can support through policy and funding.
- 3/22: Co-hosted an informational tour of WSCB with the BFWDC BEM, for Joan Giese, Associate Professor of Career Track with the WSU Marketing Department.
- 3/24: Visited the Sunnyside WorkSource for a tour and introduction with Ricardo Arce, ESD Supervisor. Shared outreach resources and discussed resources for common painpoints/successes.
- 3/29: Attended the quarterly Program Coordinating Committee (PCC) meeting hosted by the Pasco Housing Authority to present on WorkSource Services. The focus of the meeting was job search and training. This was also an opportunity to hear from a participant of the Family Self Sufficiency program, which supports individuals in saving for home ownership.



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- 3/30: Co-hosted an informational tour of WSCB with the BFWDC BEM for Maria Pena, Certified Business Advisor with the Small Business Development Center, and Raul Contreras, Assistant Director of the Tri-Cities Hispanic Chamber of Commerce.
- Planning for HS+/GED & English Learning Acquisition (ELA) classes onsite at WSCB and in the community in partnership with CBC continue. We are in the process of promoting recruitment of adjunct professors to move this work forward. Our planned start date is Summer 2023.

Staff Training & Development:

Training/Development Attended:

- 3/1: Cross Training – Veterans Services, January Customer Feedback Improvements, Safety Training – Ladders, WSCB Business Updates
- 3/8: Policy Training – Concern & Complaint Process
- 3/15: Customer Kudos, Cross Training – Rapid Response, February Data Review, WSCB Business Updates
- 3/29: New Team Member Meet & Greet, Monitoring Kudos, Roundtable (in person)

Upcoming Training/All Staff Meetings:

- 4/5: New Team Member Meet & Greet, Monitoring Kudos, Roundtable (virtual)
- 4/12: Policy Training: Branding, February Customer Feedback Improvements, WSCB Business Updates
- 4/19: Customer Kudos, Cross Training – Adult, Dislocated Worker, & EcSA; March Data Review; WSCB Business Updates

Facilities:

- 3/1 & 3/2: Unifirst completed repairs and reinstallation of hand sanitizer dispensers.
- 3/8: Introductions and tour with Derrick Stricker, Real Estate Agent, with intent to familiarize with operational needs for potential new WorkSource Columbia Basin lease site.
- 3/14: Perfection Glass completed initial assessment of door pressure to ensure alignment with ADA guidelines.
- 3/15: Introductions and tour with Derrick Stricker and architect partner in follow up to previous week's meeting.
- 3/16: Tour and review/troubleshooting of HVAC issues with Mary from Goodwill Facilities.
- 3/17: Service call from Cintas for AED battery replacement.
- 3/22: Unifirst completed repairs and reinstallation of hand sanitizer & soap dispensers.
- 3/23: Perfection Glass performed door pressure adjustment of 7 doors according to ADA guidance.
- 3/27: New Guest Wi-Fi password signage ordered in preparation for 4/1 password change.

Respectfully submitted by C. Bright on 4/10/23

[Note: Job seeker services data was researched with the WIT team as some discrepancies were noted between reports in January & February. Further research on data definitions is in progress and discrepancies are still not reconciled. March data is not include and both reports align.]

March 2023

Monthly Data-March 2023

Total program (OSY/Open Door) enrollments: (OD+OSY)-Co-enrolled=544 (including carry-ins)
GED month-to-date: 4
GED YTD: 48
Co-enrollment month-to-day: 2
Co-enrollment YTD (Includes carry over): 49

Summary

Enrollment continues to increase. OSY enrolled 24 new customers in March. Open Doors enrolled 45. Spring graduation was held on March 16th at a new venue to accommodate the growing number of attendees. The graduates wore caps and gowns, crossed the stage, and were handed their certificate to “Pomp and Circumstance”. We received great feedback from the attendees about the venue and the new format. The team did a great job creating this special event.

Work continues with planning for the “Future Fest” event that will be held in May. We have had many business and training providers already RSVP to attend.

Student Learning

Both programs continue to outperform previous months in the number of enrollments. Workshop attendance is steady. We proctored 71 GED tests with a pass rate of 79%!

Continuous Improvement

Both programs are working on new ventures to grow TC Futures. Open Doors has grown to include Finley and is working to increase the award of credit for enrollees who complete their GED preparation work and testing.

Qualified Case Management and Instruction

Career Path Services secured OHDC funding to provide additional resources for customers at TC Futures. Open Doors has budgeted for a new case manager in the coming school year and hopes to hire for this position before summer to allow for training.

Moving Forward

Work continues for the WSAC Challenge Grant. The partnership is working together on responding to Round 11 of the Program Builder, Career Connected Learning Grant opportunity.

For more information, please contact TC Futures Director Melanie Olson by calling 509-537-1706 or emailing molson@esd123.org.

PY23 Board of Directors Calendar

2023 Program Year meetings will be offered in a Hybrid format:
in-person and via Zoom videoconferencing

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
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27	28	29	30	31		

September '23						
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October '23						
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29	30	31				

November '23						
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December '23						
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31						

January '24						
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28	29	30	31			

February '24						
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25	26	27	28	29		

March '24						
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24	25	26	27	28	29	30
31						

April '24						
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21	22	23	24	25	26	27
28	29	30				

May '24						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Adult & Employer Linkage Committee Meeting: 3rd Thursday of each month (except December) at 4:00 p.m.

- Diversity, Equity & Inclusion Meeting: 1st Tuesday of September, December, March, and June at 3:00 p.m.

- Youth Committee Meeting: 3rd Wednesday of July, September, November, January, March, and May at 3:30 p.m.

- Executive Committee: Last Tuesday of each month (except December) at 4:00 p.m. *Executive Committee meets at 3:15 p.m. on Quarterly Board Meeting dates*

- Board of Directors Meeting: Last Tuesday of July, October, January, and April at 4:00 p.m.

- Holidays Observed and Office Closure
- 07/04/23 Independence Day
- 09/04/23 Labor Day
- 11/10/23 Veterans Day
- 11/23/23 Thanksgiving Day
- 12/24/23 Christmas Eve
- 12/25/23 Christmas Day
- 01/01/24 New Year's Day
- 01/15/24 Martin Luther King Jr. Day
- 02/19/24 President's Day
- 05/27/24 Memorial Day
- 06/19/24 Juneteenth