



Benton-Franklin Workforce Development Council

Quarterly Board of Directors Meeting

April 25th, 2023, 4:00 p.m. – Zoom.

<u>Board - Present</u>	<u>Board - Excused</u>	<u>Absent</u>	<u>BFWDC Staff</u>	<u>BFWDC Staff Excused</u>	<u>Guests</u>
Commissioner Clint Didier	Adolfo DeLeon	Commissioner Will	Tiffany Alviso	Carya Bair	Andrew Cook
Todd Samuel	Amanda Jones	McKay	Jan Warren	Isaac Estrada	AnJanet Martinez
Lynn Ramos-Braswell	Karl Dye	Alicia Perches	David Chavey		Anthony Peterson
Bob Legard		Lori Mattson	DeAnn Bock		Augustine Gonzales
Carlos Martinez			Cynthia Garcia		Brooke Menter
David Phongsas			Jessie Cardwell		Crystal Bright
Jennie Weber			Cyndelle Howell		Heather Woodruff
Richard Bogert			Rebekah Tuno		Kayci Loftus
Michael Bosse					Keri Lobdell
Lety Torres					Rebecca Williamson
Kate McAteer					Scott Stewart
Michael Lee					Sonja Young
					Zac Shileika
					Greg Soma

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. Cyndelle welcomed Ex-Officio Board Members, guests, and presenters who introduced themselves using the Zoom chat feature.

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 January 31st, 2023, Quarterly Board Meeting Minutes as presented.

Finance

- To adopt the BFWDC Finance Reports for the period ending February 28th, 2023.
- To adopt the BFWDC PY22 Budget Revision as submitted.

Title 1-B WIOA Award

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

Funding

- To approve the contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, utilizing sole-source procurement, Effective February 1st, 2023.
- To approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP, Basic Food Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement.
- To approve reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9th, 2023.
- 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 1st, 2023.

- To award our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023.
- 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.

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Michael Lee, the second by Richard Bogert, and unanimously carried to approval.

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

BFWDC Board Business & Announcements

Due to member retirements and promotions, the BFWDC Board of Directors has three Board member seats vacant: two labor and one government position. BFWDC CEO Tiffany Alviso recommends a motion to nominate new BFWDC Board of Directors members and re-elections.

Motion to nominate new Board of Directors members.

- Representing Government: Jessica Rusch, DSHS
- Representing Labor: Andrew Cook, Southwest Washington Northeast Oregon JATC (Joint Apprenticeship and Training Committee)
- Representing Labor: Geoff Arends, LU112-NECA Electrical JATC

Todd Samuel called for a motion to approve the nomination of the new Board of Directors members as presented. Michael Bosse motioned to approve the nomination of new Benton Franklin Workforce Development Council Board of Directors members and was seconded by Michael Lee; the motion was carried unanimously to approval.

Motion to approve Board of Directors member re-elections.

- Representing Business: Lynn Ramos – Braswell, Gesa
- Representing Business: Lori Mattson, Tri-City Regional Chamber

Todd Samuel called for a motion to approve the nomination of the new Board of Directors members as presented. Richard Bogert motioned to approve the re-election of Benton Franklin Workforce Development Council Board of Directors members and was seconded by Commissioner Clint Didier; the motion was carried unanimously to approval.

Board Member Resignation

Tiffany shared that Board Member David Phongsas has taken a position with the Port of Kennewick and will be stepping down from the BFWDC Board of Directors. Tiffany thanked David for his service on the BFWDC Board and offered him an opportunity to discuss his future endeavors and experiences while serving on the Board of Directors.

Board Member Recognition

Board Member Jennie Weber is celebrating her 45th anniversary with the Employment Security Department. An electronic card was signed and routed to honor Jennie and her service on the BFWDC Board of Directors. Tiffany expressed her gratitude for Jennie and her 45 years of service.

Strategic Planning Update

Tiffany shared the progress being made on the BFWDC Strategic Priority development. During the board retreat in February, the key areas of outreach, funding, and board engagement were identified as growth areas. The draft will be sent out to the board members by the end of this week (04/28/23). The Board of Directors will be able to review it and provide feedback.

2023 Program Year updates

July marks the beginning of the BFWDC's Program year, and we will be transitioning to a Hybrid meeting model available in person at WorkSource Columbia Basin and on Zoom. Board of Directors and Committee meeting invitations will be sent out with links and locations in the coming month.

Tours of TC Futures and WorkSource Columbia Basin are ongoing. If you would like a facility tour to see what's happening at either of those locations to learn about the fantastic services being rendered as board members or community stakeholders, don't hesitate to contact a BFWDC team member.

Board Chair Todd Samuel added that if you're a board member and have yet to be through WorkSource Columbia Basin or TC Futures, you should prioritize it by our next board meeting when they're meeting in person. Todd shared that he is always impressed by WorkSource Columbia Basin's and TC Futures' professionalism. They represent our area well and are a tremendous resource to our region.

WorkSource Columbia Basin (WSCB) Annual Update

Crystal Bright presented the highlights and updates of Program Year (PY) 2021 and Program Year 2022 (PY22). Systemwide goals and areas of opportunity within focus areas were overviewed. Crystal shared their PY21 performance and accountability, covering businesses, job seekers, and annual goals. PY22 performance and accountability were discussed, overviewing businesses (58% to goal) and jobseekers (80% to goal) served. Lastly, Crystal shared PY22 highlights of WSCB, including the impending ETO replacement, the creation of an outreach team, and partnership expansion. Please contact Crystal Bright if you have any questions or would like additional information.

TC Futures Customer Spotlight

Heather Woodruff introduced Greg Soma, a TC Futures OSY Program participant. Heather reminded attendees of the TC Futures mission; to transform the futures of youth and young adults through inclusive access to equitable and holistic services. She shared that the work their staff did to help Greg overcome his challenges and achieve success is truly a representation of that.

Greg shared his experience as a customer of TC Futures and how his journey through obtaining his GED began. He recounted the relationships he built with his case managers and the connections he made. For those looking for education or struggling to finish their education, he highly recommends that those people come to TC Futures. "It's probably the best decision that I've made in my life. It's helped me realize who I want to be as a person. It's helped me get my life on track and set my future up", states Greg.

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

Member Updates & Business Engagement

Vice Chair Lynn Ramos-Braswell shared that she recently attended a tour of TC Futures. Lynn met with Heather, Melanie, and Cynthia for the tour, where she learned more about the center and the services provided. She highly recommends that Board and Ex-Officio members reach out for a tour of WorkSource Columbia Basin or TC Futures.

Next Meeting

Quarterly Board Meeting – Tuesday, July 25th, 2023, at 4:00 p.m. via Hybrid Zoom/WSCB

Adjournment

With no further business, Todd adjourned the meeting at 5:01 p.m.

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 Todd Samuel, Chair
 8/3/2023
 Date

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 Cyndelle Howell, Admin. Asst.
 7/27/2023
 Date