

Benton–Franklin Workforce Development Council (BFWDC)

QUARTERLY BOARD OF DIRECTORS MEETING

Tuesday, April 29, 2025, 4:00 p.m.

Location: [WorkSource Columbia Basin](#) | 815 N. Kellogg St. Suite D, Kennewick, WA 99336 | Zoom Hybrid

Join Virtual Zoom Meeting: <https://bf-wdc-org.zoom.us/j/89252687258?pwd=3ftSNsAEabb7UpfvNEeFssVtrGcbu.1>

Meeting ID: 892 5268 7258 | Passcode: 843159

Please note that this meeting is recorded for record-keeping and quality assurance purposes.

AGENDA

Call to Order & Welcome – Todd Samuel

- Board Member/BFWDC Staff Roll Call & Excused Absences – Cyndelle Howell
- Visitor Welcome – Cyndelle Howell
- Public Comment – Todd Samuel
- Board Member Recognition – Todd Samuel

Consent Agenda (Needs a Vote)

- Administrative
 - i. Approval of Board Minutes
 - a. To approve January 28, 2025, Quarterly Board Meeting Minutes as presented
- Operations
 - i. Motion To Approve Board Membership For An Additional Term Ending June 30, 2028
 - a. Adolfo De Leon | Government
 - b. Alicia Perches | Business
 - c. Amanda Jones | Business
 - d. Karl Dye | Business | Economic Development
 - e. Kate McAteer | Education
 - ii. Motion to Approve WSCB OSO RFP Committee Recommendation
- Fiscal
 - i. Motion to Approve Draft Form-990
- Program
 - i. Motion to Approve PY24 WIOA Title IB Adult, Dislocated Worker and Youth Contracts Extension through June 30, 2026, to continue serving individuals and businesses in PY25.

Fiscal Report – DeAnn Bock

- Fiscal Report Overview

BFWDC Q3 Reflection – Cynthia N. Garcia

WSCB Business Solutions – Selma V./Heather W.

Member Updates & Business Engagement – All Board and Ex-Officio Members

Adjournment

- Quarterly Board Meeting – Tuesday, July 29, 2025, at 4:00 p.m., WSCB Room 8/Zoom Hybrid

Attachments:

1. 2025.01.28 Quarterly Board Meeting Minutes
2. 2025.02 Finance Reports
3. 2024.06.30 Draft Form 990

4. WSCB OSO RFP Review Memo
5. PY2024 Board Survey Overview
6. PY2024 Board Survey Results
7. PY2025 Board Calendar of Events
8. 2025.03 Program Performance Summaries
9. 2024 Q-3 (Oct.-Dec.) BFWDC Newsletter

Quarterly Board of Directors Meeting

January 28, 2025, 4:00 p.m. – TCRC | Virtual Hybrid.

I. Call to Order and Welcome

Todd Samuel, Chair, called the meeting to order at 4:00 p.m. Todd Samuel initiates the roll call, confirming the presence of board members and staff. Todd Samuel welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle reported excused absences; a quorum was present as defined in the bylaws. In-person guests were asked to introduce themselves, and virtual guests were asked to use the chat feature to reflect those in attendance in the meeting minutes.

II. 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.

- a) Approval of Board Minutes
 - a. To approve October 29, 2024, Quarterly Board Meeting Minutes as presented
- b) Program
 - a. Program Year 2024 Subrecipient Monitoring Schedule
- c) Operations
 - a. Bylaws Updates | Member and Officer Positions
 - b. Executive Committee At-Large Members | Benton and Franklin County

Todd Samuel asked for board members' comments or opposition; there was none.

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Andrew Cook, the second by John Dickson, and unanimously carried to approval.

III. TCRC- TRIDEC Report Out: Lori Mattson | Karl Dye

Lori Mattson, the CEO of the Tri-City Regional Chamber of Commerce and Karl Dye, CEO of Tri-City Development Council provided an update on some of their workforce development initiatives. One initiative is their annual "Signing Day" event in June, where they celebrate students going directly into the workforce after high school, rather than attending college. They partner with Tri-Tech and local school districts for this event. The Chamber also partners with the Washington State Chamber to help populate a statewide workforce portal where businesses can post internship opportunities and students can post their resumes. The Chamber has a monthly "Ask the Experts" program that focuses on developing business culture and workplace activities this year. They also host small business resource fairs to connect local businesses with various resource providers, including the Workforce Development Council. The Chamber is hosting a workforce roundtable on February 13th to discuss building a talent pipeline and making young people and families aware of future job opportunities.

IV. Employee Handbook E-Vote Results

Cyndelle introduced updates to the employee handbook and presented the results of the E vote. The board discussed the importance of having an updated employee handbook and the feedback received from board members.

V. Fiscal Director Report – DeAnn Bock

DeAnn Bock provided an overview of the fiscal reports, highlighting the budget to actual expenditures for BFWDC and asked if there were any comments or questions. Todd Samuel asked if DeAnn had any concerns or spending that she was keeping an eye on; she responded no, spending was at 50% overall to budget at midyear.

Todd Samuel spoke about the significance of obtaining unrestricted funds and the impact they have on the organization's ability to support clients. Todd Samuel also emphasized the significance of donations and encouraged the board to look at the donation page on the website.

DeAnn introduced the new Staff Accountant, Raul Ochoa, to the board.

VI. WorkSource Columbia Basin (WSCB) Annual Certification Progress Update- Grace Collective Presentation

Amanda Lorraine presented an overview of Grace Collective, its mission, and the services provided to women survivors of poverty and exploitation. The board will be receiving a video showcasing the impact of Grace Collective on the lives of its participants. Amanda discussed the expansion of Grace Collective's programs, including a new barista training program. Andrew Cook and Board Chair Todd Samuel discussed potential donation opportunities and the importance of supporting local nonprofits.

VII. Certification Monitoring Schedule

Gabby Torres presented the certification monitoring schedule for various WorkSource sites, provided an overview of the status of each site's certification, including pending ADA compliance items.

Cynthia Garcia highlighted the importance of certification and the need for board members to participate in the process. At the meeting the progress made on certification was discussed and the next steps for each site. To follow State policies and ADA Compliance, an assessment should take place at least on an annual basis and progress of each certified site will be presented at a Board meeting and recorded in the meeting minutes. This schedule will allow us to keep track of the status for each site.

For record keeping purposes:

- WorkSource Columbia Basin is our certified Comprehensive Site and is certified for 3 years.
- TC Futures, our Specialized Site, is currently pending ADA compliance items to be corrected for certification. The certification date is pending.
- Grace Collective is certified as our 1st Connection Site and was presented to the Board on 6/25/24; it's certified for 3 years (5/29/24 – 5/29/27); a progress report is due 1/2026; and a presentation was presented today (1/28/25) by Grace Collective.
- Benton City Mid-Columbia Library– is our 2nd Connection Site certified and presented to the Board of 8/27/24; it's certified for 3 years (8/13/24 – 8/13/27); progress report due on 7/27/25; and a presentation is pending.

- Prosser Mid-Columbia Library – is a working progress; the Certification Team met with staff and ADA Compliance monitoring was conducted. However, there is an ADA item to be corrected in order to meet the requirements of a connection site. More information to come.

VIII. **BFWDC Mid-Year Reflection-** Cynthia Garcia N. Garcia

Cynthia Garcia provided a slide deck and summarized the workforce activities that have occurred during the last 6 months of the program year. Information about this presentation is found in PowerPoint added to the meeting packet.

Highlights of that presentation included:

- **Workforce Programs and Performance Reports:** updates on workforce programs, including performance reports for Q1 and Q2 and the impact of state and federal incentives on caseloads and service delivery. Jessie Cardwell provided updates on rapid response work, including outreach to Lamb Weston workers and the use of peer outreach workers.
- **Introduction of New Executive Board Members:** Cynthia Garcia introduces Andrew Cook and Megan McCary as new at-large board members for Franklin and Benton Counties. The board discussed the importance of having engaged board members and the process for their approval. Todd Samuel and other board members express enthusiasm for the new members' involvement and contributions. The board reviewed the roles and responsibilities of board members, incorporating feedback from previous meetings. With no additional comments or feedback
- **One-Stop Operator (OSO) Request for Proposal (RFP) and Committee Review Formation:** The current One Stop Operator contract expires on June 30, 2025. The RFP is on track to be released as planned. In the coming week, we'll be reaching out to you (board members) forming an OSO RFP Committee, where we will review all relevant details and the next steps. Having board engagement and input will be crucial as BFWDC staff move forward with this process. As a reminder, the OSO under WIOA (Workforce Innovation and Opportunity Act) is designed to help coordinate services provided at our one-stop career center- WSCB. OSO's role is to ensure that various partner organizations work together effectively and efficiently. This coordination helps improve the overall experience for individuals seeking employment services and job training, ensuring they get the support they need seamlessly. It is important to mention that the last time we completed this process was back in March 2021.
- **Execution of the WSCB and TC Futures MOU:** Revision 1 of WSCB MOU/IFA has been signed by partners final version has been submitted to the counties. WSCB MOU/IFA is not in effect until June 2026. TC Futures MOU and financial agreement is in effect until June 30, 2025.
- **Strategic Plan and Partnerships:** Cynthia Garcia emphasized the importance of strategic partnerships and the strategic plan in achieving significant outcomes. Acknowledgment of Career Path Services, for their dedication and hard work in delivering exceptional reemployment services. Todd Samuel and Cynthia Garcia discussed the importance of recognizing the role of strong partnerships within the workforce system. Amanda Jones

inquired about the performance metrics, confirming that performance exceeded all targets.

- **Community Engagement and Economic Development:** Cynthia Garcia highlighted the Community Reinvestment Program (CRP) and its role in enhancing workforce strength and economic development in Washington. Mention of a local employer and legislator tour benefiting from training and microgrants, with a picture featuring Senator Boehnke. Todd Samuel shares insights from the senator's meeting, noting that workforce development is not a priority for community leaders in the Tri Cities. Emphasis on the need for workforce development to meet the needs of future employers and the role of the Workforce Development Council in preparing the workforce.
- **Economic Security for All Initiatives:** Cynthia Garcia discussed the success of the Economic Security for All initiative, including grants and services for small local businesses. Metrics include 166 businesses engaged, 97% of the career population served, and 11 microgrants awarded. Highlight of the successful completion of state monitoring with no findings, emphasizing the team's excellent stewardship of funds. Todd Samuel reiterated the importance of having no findings during state audits, indicating strong financial management practices.
- **Certification and Partnerships:** Cynthia Garcia expressed gratitude to board members for their participation in certification processes and mentions upcoming certifications. Approval of the PY24 WIOA Title I Dislocated Workers, Adult, and Youth services contracts to Career Path Services. Establishment of a partnership with Stevens Media Board to increase disability awareness through social media, Google pages, and radio ads. Jessie Cardwell discusses the outreach efforts for Lamb Weston closure impacted workers, emphasizing the importance of trust and familiarity in reaching the target audience.
- **Diversifying Funding Sources:** Cynthia Garcia emphasized the importance of the BFWDC's efforts to secure funding from non-governmental sources, such as grants, to support workforce development initiatives. She mentioned ongoing applications for various grants, including the National Dislocated Worker Grant and the Pathway Home 6 funding.
- **Hospitality Pathways Funding:** Cynthia Garcia announced a \$40,000 grant from the Department of Labor that was awarded to the Washington State Labor Council to develop comprehensive hospitality pathways. Emphasis on collaboration with partners to avoid duplicating efforts and ensure effective strategies. Discussion on the success of the youth program in connecting youth to employment opportunities and post-secondary education.
- **Digital Literacy and Transportation Initiatives:** Cynthia Garcia highlighted the support for digital literacy classes at the Mid-Columbia Library in Benton City, with plans to expand classes in English and Spanish. Todd Samuel mentioned the advertising of digital literacy classes on LinkedIn and Facebook.
- **Benton-Frankling Transit Donation:** Announcement of the receipt of a 12-passenger van from Ben-Franklin Transit, with plans to make it available for customers. Discussion on the need for policies and procedures to ensure the safe and effective use of the van.

- **Funding Opportunities and Community Engagement:** Cynthia Garcia discussed ongoing efforts to secure funding for high-impact workforce development initiatives, including partnerships with the Employment Security Department (ESD). Emphasis on the importance of diversifying funding sources to support workforce development needs. Mention of the upcoming release of a request for proposals for the One-Stop-Operators and virtual reality training. Todd Samuel highlighted the need for the Workforce Development Council to be more present in the community and engage with local government meetings.

IX. Member Updates and Business Engagement- All Board and Ex-Officio Members

Todd Samuel opens the floor for any additional updates or information from board members. Emphasis on the importance of community engagement and partnerships in achieving workforce development goals. Acknowledgment of the efforts and contributions of board members and staff to the success of the initiatives discussed. Closing remarks expressing gratitude for participation and encouraging continued support and involvement in future initiatives were made by the Board Chair.

Next Meeting

Quarterly Board Meeting – Tuesday, April 29, 2025, at 4:00 p.m. at WorkSource Columbia Basin - Room 8
| Hybrid Zoom

Adjournment

With no further good of the order business, Todd Samuel adjourned the meeting at 5:03 p.m.

Board - Present

Commissioner Will McKay
Commissioner Clint Didier
Bob Legard
Amanda Jones
Andrew Cook
Geoff Arends
John Dickson
Jason Jansky
Karl Dye
Lynn Ramos-Braswell
Todd Samuel
Alicia Perches
Kate McAteer
Michael Lee
Jessica Rusch
Sheila Erickson
Lori Mattson

Board - Excused

Adolfo DeLeon

Absent

BFWDC Staff

DeAnn Bock
Cynthia Garcia
Jessie Cardwell
Cyndelle Howell

Guests

Israel Delamora
Rebecca Williamson

Todd Samuel, Board Chair Date

Lynn Ramos-Braswell, Secretary Date



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EXECUTIVE COMMITTEE

Todd Samuel, Board Chair
Technical Group Manager
PNNL

Adolfo de León, Vice-Chair
CSO Administrator
DSHS

Amanda Jones, Treasurer
Vice President
Community First Bank

Lynn Ramos-Braswell, Secretary
Human Resources Manager
Gesa

Andrew Cook, At-Large
Franklin County
Training Coordinator
SEWNEO

Megan McCary, At-Large
Benton County
Certified Public Accountant
Northwest CPA Group

COUNTY OFFICIALS

Benton County
Commissioner Will McKay

Franklin County
Commissioner Clint Didier

EXECUTIVE DIRECTOR

Cynthia N. Garcia

April 18, 2025

Ms. Cynthia Garcia, Executive Director
Benton Franklin Workforce Development Council
815 N. Kellogg – Suite C
Kennewick, WA 99336

Re: WorkSource Columbia Basin (WSCB) One-Stop-Operator (OSO) Request for Proposal (RFP) - Bid Review – RFP# 2025-01-WIOA-OSO

Dear Ms. Garcia:

The WorkSource Columbia Basin - One Stop Operator - Request for Proposal Bid Review Committee have completed their review of the sole proposal received in response to the BF-WDC's Request for Proposal titled, "WorkSource Columbia Basin One-Stop-Operator (OSO)", RFP #2025-01-WIOA-OSO, dated January 31, 2025.

The proposal received from the Benton Franklin Workforce Consortium (BFWC) dated March 19, 2025, was reviewed and evaluated using the criteria contained in the RFP. The BF-WDC RFP Review Committee members reviewed the received proposal during the week of April 8-10, 2025 and scored the proposal in the 19 question areas plus the budget overview described in the RFP. Each of these areas was assigned points that could be awarded by each bid reviewer based on their opinion of the quality of the bidders response. A total of 145 Points were possible. A score no lower than 125 points is considered to be "passing". Listed below is a summary of that scoring:

- | | |
|---------------------|---------------------|
| • Reviewer #1 - 134 | |
| • Reviewer #2 - 132 | - Average Score 135 |
| • Reviewer #3 - 144 | |
| • Reviewer #4 - 130 | |

The bid review committees primary observations regarding the proposal were the following:

1. We know from the past 7 years of past performance and from the information provided in the bid package that the BFWC has the experience and expertise necessary to adequately execute the WSC One Stop Operator contract.
2. We know from the past 7 years of past performance and from the information provided in the bid package that there is the potential for a real strength\advantage in the partnership\collaboration that is represented in the organizations that make up the BFWC. The makeup of the BFWC provides a unique opportunity to take the capabilities, experiences, and connections that each of the partners have and leverage them to yield results that would not be possible individually.
3. The committee really wanted to see in the proposal a greater level of detail regarding the awareness of current issues\challenges at WSCB and the strategies and plans that the BFWC is proposing to address these issues. Specifically in the areas of declining numbers of customers coming through the doors and expansion of collaborations with regional partners.

4. The bid review committee really wanted to see in the proposal, a greater level of detail regarding the awareness of the need to provide\ demonstrate a greater level of leadership (in addition to just management) of the WSCB. In addition to executing the priorities and goals of the BFWDC, the committee hoped for more detail in the bidder's plans for developing strategies and proposing\ executing actions to increase the impact and visibility of WSCB.

The review committee is very appreciative of the effort put into this proposal together with the on-going efforts and progress made to-date within WSCB to achieve a high standard of excellence. The BFWC's continued pursuit of ways to improve the customer's experience is recognized and valued.

The Bid Review Committee Members listed below have reviewed the proposal received in support of the WorkSource Columbia Basin One-Stop-Operator (OSO), RFP #2025-01-WIOA-OSO and concur that the proposal is responsive to the requirements of the RFP. We unanimously recommend that the BFWDC Board of Directors approve the award of the contract to the Benton-Franklin Workforce Consortium (BFWC).

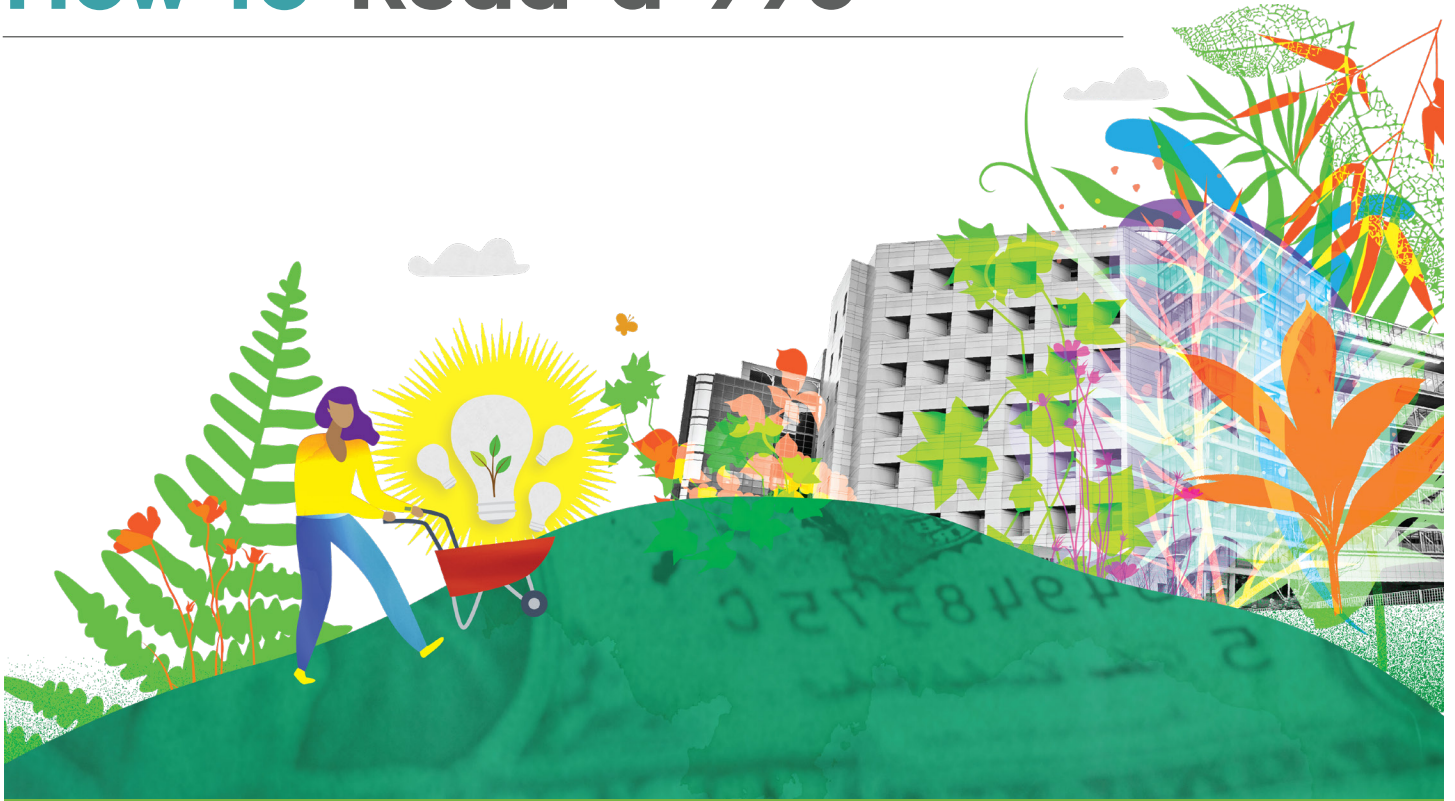
If you have any questions or require additional information, please do not hesitate to contact me.

Best Regards,

RFP Review Committee Members

Andrew Cook, Sheet Metal Training Center
Geoff Arends, Columbia Basin Electrical Training Alliance
Nikki Hawkins, The STEM Foundation
Todd Samuel, Pacific Northwest National Laboratory

How to Read a 990



The IRS Form 990 is a rich and readily-available source of information on any nonprofit organization. Though it may appear technical and intimidating at first glance, a 990 isn't hard to navigate once you know what to look for. In conjunction with an audited financial statement or annual report, a 990 can give a telling financial portrait of an organization, highlighting strengths, weaknesses, and warning signs.

In this document, we'll highlight a few key sections of the 990 that are most relevant to you as a board member conducting your due diligence. A nonprofit with gross receipts over \$50,000 must file a 990 every year, which in turn are readily available for free on [Candid*](#) and [ProPublica](#).

Of course, a 990 is only one aspect of a nonprofit organization—an organization can do a wonderful job of delivering services despite not having the strongest financials. Such an organization might be a great candidate for support that specifically boosts its financial management capacity. By the same token, an organization might manage its finances efficiently but fail to achieve significant real-world impact. Those funds might be carefully stewarded, but they are not money well spent.

So be sure to supplement your financial evaluation with program research, site visits, conversations with program and development staff, and other forms of analysis to round out your investigation of an organization.

Header

- This covers the basics—the name of the organization and the year the 990 was filed.

Part I: Summary

- **Mission Statement (Line 1):** A clearly defined mission lies at the core of any successful organization. This should be the yardstick by which you judge all other information in the 990—how well do these financial decisions serve the organization's core mission?
- **Total Number of Individuals Employed (Line 5) and Volunteers (Line 6):** This tells you the size of the organization in terms of staffing. Be aware that organizations may carry out some part of their work using independent contractors (covered below). Consider whether the size is a good fit for the amount of work—too small a staff can result in overwork, burnout, and insufficient resources to do any given job well; too large a staff could be inefficient. Some organizations are also able to leverage volunteers, which can be a cost-efficient way of delivering their programs and services.
- **Total Revenue (Line 12), Total Expenses (Line 18), and Revenue Less Expenses (Line 19):** Each of these categories will give figures both for the most recent year and for the prior year, allowing you to note any significant changes, which may give a clue as to the organization's level of financial stability. Ideally an organization should run an even-to-slightly-positive balance, though extreme circumstances may merit a departure from this. Budget details can be found further down in the 990.
- **Net Assets (Line 22):** The net amount of the total assets minus total liabilities is the net assets. This represents what the organization has, what is invested, what is deposited, and what is owed. For a company, this would be viewed as stockholder's equity.

Part III: Mission and Programs

- **Mission Statement (Line 1):** Same as above.
- **Three Largest Program Services (Line 4):** This is where the rubber meets the road. Do the largest programs match the stated mission? Are the program descriptions precise and knowledgeable, or vague? This is also a good guide to where you should conduct further research, such as site visits or program evaluations.

Part IV: Compensation

- **List of Officers and Trustees:** These are the individuals ultimately responsible for the strategic direction and oversight of the organization, so it may be worth researching more about them by visiting the organization's website or doing a web search. It is also important to consider the diversity of the board in terms of profession, gender, ethnicity, etc. It is very unusual for nonprofit board members who are not staff to receive any compensation.
- **Five Most Highly Paid Employees over \$100,000:** This will likely encompass the top executive or executives on staff. Is the compensation reasonable, given the size and scope of the organization? How does it compare to that given to lower-level staffers? Do any of the highly-compensated staffers appear to be family members of one another or of officers or board members? This is not necessarily improper, but it may raise a red flag about nepotism and a lack of transparent, competitive hiring practices.
- **Five Highest Paid Independent Contractors:** Is the organization paying independent contractors to perform tasks that should be carried out within the organization by staff? Do the monies paid to independent contractors constitute a disproportionate share of expenses, particularly as compared to core programs and services?

Part VIII: Revenue

- **Revenue from Gifts and Contributions (Line 1), Program Services (Line 2), and Other Sources (Line 3):**

It is important for an organization, particularly a mature one, to have diverse sources of revenue so that it can withstand a downturn or setback from one source while still maintaining its mission and services. A brand-new organization, or one that has just undergone a major shift, may not be in this position, but it is something a well-run organization should at least work toward.

Part IX: Expenses

- **Various Expenses:** View these expenses as a concrete statement of organizational priorities, values manifested in budgetary terms. Beware of any expenses that stand out as being particularly high—legal fees, travel expenses, fundraising outlays. Follow up to make sure that these outlays are justified.

Part X: Balance Sheet

- **Assets:** Assets can be a key sign of organizational strength, but they may be less accessible for financial purposes if the assets are in illiquid form or focused on one particular part of the operations.
- **Liabilities:** Liabilities are not necessarily a problem if they are offset by assets, but beware of short-term liabilities, such as an auto loan, that have been incurred against assets that are harder to access, such as if an organization owns the real estate of its headquarters. Also take note of the ratio of current assets to current liabilities—this should be positive at the least, and ideally not less than 2-to-1.

Other Things to Look For

- **Public Support Test (Schedule A):** The Public Support Test is a measure of how diverse and broad an organization's sources of support are. A high PST (80 or above) indicates a broad support base, while a low PST (below 50) suggests that the organization may be dependent on a small number of major donors, which could indicate both a lack of resiliency and a narrow base of influence. A PST below 33.33 for two or more consecutive years triggers additional IRS reporting requirements.
- **Supplemental Information to Form 990 (Schedule O):** Here you can find narrative explanations and descriptions in response to other questions in the 990. For example, under Part VI, Governance, Management, and Disclosure, there are questions about business relationships with board members and staff, which would be further explained in Schedule O.
- Is the Form 990 filled with a large number of notes and caveats? This may be a sign that the organization is not being forthright about their complete financial picture.
- Is it difficult to obtain a recent Form 990? Unavailability of a recent 990 may indicate either that the organization does not fulfill its legal obligations in a timely way or that its annual gross receipts are less than \$50,000.

CLIFTONLARSONALLEN LLP
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SALINAS, CA 93901

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL
815 N. KELLOGG , C
KENNEWICK, WA 99336

|||||

DRAFT

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

DRAFT



CliftonLarsonAllen LLP
CLAconnect.com

April 17, 2025

Benton-Franklin Workforce Development
Council
815 N. Kellogg C
Kennewick, WA 99336
Attention: Cynthia Garcia

Dear Cynthia,

Enclosed is the organization's 2023 Exempt Organization return.

Specific filing instructions are as follows.

FORM 990 RETURN:

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-TE to our office. We will transmit the return electronically to the IRS and no further action is required. Please return Form 8879-TE to us as soon as possible, but no later than by May 15, 2025 the filing deadline.

In addition, tax-exempt organizations must make available for public inspection a copy of their annual returns for the preceding three years and exemption application, if applicable. An organization generally must furnish filings to anyone who requests them in person or in writing. An exempt organization may meet this requirement by posting all the documents on its website or at another organizations site as part of a database of similar materials. Specific requirements must be met to meet this exception.

A few final reminders relating to your tax return filings:

- There are substantial penalties for failure to properly disclose and report foreign financial accounts and foreign activity. Please make sure you have informed us of any foreign financial accounts or foreign activity so that we have the necessary information to complete any required disclosures or filings.
- Be sure to review the returns prior to signing as you have final responsibility for all information included in the returns. Please contact us if you have any questions or concerns.
- We recommend you keep a paper or electronic copy of your tax returns permanently. Supporting documentation should be kept for a minimum of seven years based on IRS guidance.

CLA exists to create opportunities – for our clients, our people, and our communities. We value our relationship with you and thank you for your trust and confidence in allowing us to serve you. If we can assist you in making strategic, informed decisions in areas of tax or beyond, please contact us as questions arise throughout the year.

Sincerely,

CliftonLarsonAllen LLP



CliftonLarsonAllen LLP
CLAconnect.com

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

FORM 990 INCOME TAX RETURN

FOR YEAR ENDED JUNE 30, 2024

DRAFT

***** THIS IS NOT A FILEABLE COPY *****

IRS E-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

Form **8879-TE**For calendar year 2023, or fiscal year beginning JUL 1, 2023, and ending JUN 30, 2024**2023**Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.Name of filer **BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**EIN or SSN
91-1250599Name and title of officer or person subject to tax **CYNTHIA GARCIA
EXECUTIVE DIRECTOR****Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>4,754,618.</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b _____
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b _____
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b _____
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **CLIFTONLARSONALLEN LLP** to enter my PIN **46606**
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

**** THIS IS NOT A FILEABLE COPY ****

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

77679055902

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature **KIELY HOLCOMB, CPA**Date **04/17/25****ERO Must Retain This Form - See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2023)

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023Open to Public
Inspection**A** For the **2023** calendar year, or tax year beginning **JUL 1, 2023** and ending **JUN 30, 2024****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
815 N. KELLOGG CCity or town, state or province, country, and ZIP or foreign postal code
KENNEWICK, WA 99336**F** Name and address of principal officer: **CYNTHIA GARCIA**
SAME AS C ABOVE**D** Employer identification number**91-1250599****E** Telephone number**(509) 734-5996****G** Gross receipts \$**4,754,618.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☒ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.BENTONFRANKLINWDC.COM****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: **1984** **M** State of legal domicile: **WA****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: TO ADMINISTER EMPLOYMENT AND TRAINING SERVICES AT WORKSOURCE.
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3	Number of voting members of the governing body (Part VI, line 1a) 3 20
	4	Number of independent voting members of the governing body (Part VI, line 1b) 4 20
	5	Total number of individuals employed in calendar year 2023 (Part V, line 2a) 5 10
	6	Total number of volunteers (estimate if necessary) 6 26
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 7a 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 5,128,798. 4,754,179.
	9	Program service revenue (Part VIII, line 2g) 0. 0.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 436. 439.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 0. 0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 5,129,234. 4,754,618.
	Expenses	13
14		Benefits paid to or for members (Part IX, column (A), line 4) 0. 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 1,060,908. 686,620.
16a		Professional fundraising fees (Part IX, column (A), line 11e) 0. 0.
b		Total fundraising expenses (Part IX, column (D), line 25) 0.
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 971,955. 701,841.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 5,131,912. 4,682,896.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12 -2,678. 71,722.
	20	Total assets (Part X, line 16) 1,097,785. 1,970,886.
	21	Total liabilities (Part X, line 26) 997,515. 1,798,894.
	22	Net assets or fund balances. Subtract line 21 from line 20 100,270. 171,992.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date	
	CYNTHIA GARCIA, EXECUTIVE DIRECTOR Type or print name and title			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	KIELY HOLCOMB, CPA	KIELY HOLCOMB, CPA	04/17/25	P01430569
Preparer Use Only	Firm's name	Firm's EIN		
	CLIFTONLARSONALLEN LLP	41-0746749		
Preparer Use Only	Firm's address	Phone no. (831) 759-6300		
	1188 PADRE DRIVE, STE 101 SALINAS, CA 93901			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL

Form 990 (2023)

91-1250599 Page **2**

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☒ **X**

1 Briefly describe the organization's mission:

THE BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL ADMINISTERS
EMPLOYMENT AND TRAINING SERVICES AT WORKSOURCE AND TC FUTURES. WE ARE
DEDICATED TO COLLABORATING WITH COMMUNITY PARTNERS TO MEET THE NEEDS
OF THE JOB SEEKER AND THE EMPLOYER CUSTOMER.

2 Did the organization undertake any significant program services during the year which were not listed on the
prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and
revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 3,867,519. including grants of \$ 3,294,435.) (Revenue \$ 0.)

UTILIZE STATE AND FEDERAL FUNDS TO PROVIDE EMPLOYMENT AND TRAINING
SERVICES TO EMPLOYERS AND JOB SEEKERS IN BENTON AND FRANKLIN COUNTIES.
MET OR EXCEEDED STATE AND FEDERAL PERFORMANCE MEASURES FOR INTENSIVE
TRAINING SERVICES PER THE FOLLOWING:

ADULT FORMULA = 161

YOUTH FORMULA = 197

DISLOCATED WORKER FORMULA = 133

ECONOMIC SECURITY FOR ALL

STATE ECSA = 146

STATE ECSA BUSINESS SERVICES = 412

FEDERAL ECSA = 192

QUEST = 95

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 3,867,519.

Form **990** (2023)

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Form 990 (2023)

91-1250599 Page **3**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		X
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	X	

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Form 990 (2023)

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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19?	38	X

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	3
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Form 990 (2023)

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Part V **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 10		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i>	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i>	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Form 990 (2023)

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Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ **X**

Section A. Governing Body and Management

		Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year 1a 20 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.			
b Enter the number of voting members included on line 1a, above, who are independent 1b 20			
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a The governing body?	8a	X	
b Each committee with authority to act on behalf of the governing body?	8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c		X
13 Did the organization have a written whistleblower policy?	13	X	
14 Did the organization have a written document retention and destruction policy?	14	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a	X	
b Other officers or key employees of the organization	15b		X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records
DEANN BOCK - (509)734-5944
815 N KELLOGG STREET, SUITE C, KENNEWICK, WA 99336

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) TIFFANY ALVISO CEO	40.00			X				137,863.	0.	13,786.
(2) JAN WARREN CFO	40.00			X				112,740.	0.	11,274.
(3) CYNTHIA GARCIA EXECUTIVE DIRECTOR (AS OF 03/2024)	40.00			X				93,922.	0.	8,658.
(4) TODD SAMUEL BOARD CHAIR	1.00	X		X				0.	0.	0.
(5) ADOLFO DE LEON VICE CHAIR	1.00	X		X				0.	0.	0.
(6) LYNN RAMOS-BRASWELL SECRETARY	1.00	X		X				0.	0.	0.
(7) AMANDA JONES TREASURER	1.00	X		X				0.	0.	0.
(8) GEOFF ARENDS DIRECTOR	1.00	X						0.	0.	0.
(9) RICHARD BOGERT DIRECTOR (THROUGH 05/2024)	1.00	X						0.	0.	0.
(10) MICHAEL BOSSE DIRECTOR (THROUGH 10/2023)	1.00	X						0.	0.	0.
(11) ANDREW COOK DIRECTOR	1.00	X						0.	0.	0.
(12) JOHN DICKSON DIRECTOR	1.00	X						0.	0.	0.
(13) CLINT DIDIER DIRECTOR	1.00	X						0.	0.	0.
(14) KARL DYE DIRECTOR	1.00	X						0.	0.	0.
(15) JASON JANSKY DIRECTOR (AS OF 10/2023)	1.00	X						0.	0.	0.
(16) MICHAEL LEE DIRECTOR	1.00	X						0.	0.	0.
(17) BOB LEGARD DIRECTOR	1.00	X						0.	0.	0.

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) CARLOS MARTINEZ DIRECTOR (THROUGH 02/2024)	1.00	X						0.	0.	0.
(19) LORI MATTSON DIRECTOR	1.00	X						0.	0.	0.
(20) KATE MCATEER DIRECTOR	1.00	X						0.	0.	0.
(21) WILL MCKAY DIRECTOR	1.00	X						0.	0.	0.
(22) ALICIA PERCHES DIRECTOR	1.00	X						0.	0.	0.
(23) JAMIE RASMUSSEN DIRECTOR (THROUGH 10/2023)	1.00	X						0.	0.	0.
(24) JESSICA RUSCH DIRECTOR	1.00	X						0.	0.	0.
(25) JIM SMITH DIRECTOR (THROUGH 10/2023)	1.00	X						0.	0.	0.
(26) SONNY VIRAKPANYOU DIRECTOR (AS OF 08/2023)	1.00	X						0.	0.	0.
1b Subtotal								344,525.	0.	33,718.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								344,525.	0.	33,718.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 2

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

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**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d	421,762.				
	e Government grants (contributions)	1e	4,332,067.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	350.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f						
Program Service Revenue			Business Code				
	2 a						
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			439.			439.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9 a Gross income from gaming activities. See Part IV, line 19	9a					
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue			Business Code				
	11 a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				4,754,618.	0.	0.	439.

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	3,294,435.	3,294,435.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	260,677.	156,407.	104,270.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	41,451.	24,871.	16,580.	
7 Other salaries and wages	273,345.	163,458.	109,887.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	23,326.	12,253.	11,073.	
9 Other employee benefits	37,033.	20,309.	16,724.	
10 Payroll taxes	50,788.	28,676.	22,112.	
11 Fees for services (nonemployees):				
a Management	8,567.	2,414.	6,153.	
b Legal				
c Accounting	22,000.	6,199.	15,801.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	29,914.	8,428.	21,486.	
12 Advertising and promotion	15,930.	15,746.	184.	
13 Office expenses	59,402.	12,957.	46,445.	
14 Information technology				
15 Royalties				
16 Occupancy	500,707.	91,482.	409,225.	
17 Travel	13,482.	7,924.	5,558.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	8,372.	3,549.	4,823.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a DUES, FEES, AND LICENSE	43,467.	18,411.	25,056.	
b				
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	4,682,896.	3,867,519.	815,377.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	58,193.	1	55,578.
	2 Savings and temporary cash investments	232,378.	2	182,114.
	3 Pledges and grants receivable, net	439,892.	3	712,041.
	4 Accounts receivable, net	1,522.	4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	365,800.	15	1,021,153.
16 Total assets. Add lines 1 through 15 (must equal line 33)	1,097,785.	16	1,970,886.	
Liabilities	17 Accounts payable and accrued expenses	158,646.	17	79,517.
	18 Grants payable	468,773.	18	681,121.
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	370,096.	25	1,038,256.
	26 Total liabilities. Add lines 17 through 25	997,515.	26	1,798,894.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	100,270.	27	171,992.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	100,270.	32	171,992.
	33 Total liabilities and net assets/fund balances	1,097,785.	33	1,970,886.

Form **990** (2023)

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Form 990 (2023)

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	4,754,618.
2	Total expenses (must equal Part IX, column (A), line 25)	2	4,682,896.
3	Revenue less expenses. Subtract line 2 from line 1	3	71,722.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	100,270.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	171,992.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	X

Form **990** (2023)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization **BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL**

Employer identification number
91-1250599

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations _____

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule A (Form 990) 2023

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Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	3794758.	4563848.	4982319.	5128798.	4754179.	23223902.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	3794758.	4563848.	4982319.	5128798.	4754179.	23223902.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						23223902.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	3794758.	4563848.	4982319.	5128798.	4754179.	23223902.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	1,199.	672.	343.	436.	439.	3,089.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						23226991.

12 Gross receipts from related activities, etc. (see instructions)	12
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here	<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f))	14	99.99	%
15 Public support percentage from 2022 Schedule A, Part II, line 14	15	99.98	%
16a 33 1/3% support test - 2023. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>	
b 33 1/3% support test - 2022. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>	
17a 10% -facts-and-circumstances test - 2023. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>	
b 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>	

Schedule A (Form 990) 2023

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule A (Form 990) 2023

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Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2023 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2022 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2023. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2022. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule A (Form 990) 2023

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Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

	Yes	No
1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No" provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
2a		
2b		
3a		
3b		

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule A (Form 990) 2023

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.**
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	(B) Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2023

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule A (Form 990) 2023

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	6	
7 Total annual distributions. Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8	
9 Distributable amount for 2023 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
1 Distributable amount for 2023 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2023 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2023			
a From 2018			
b From 2019			
c From 2020			
d From 2021			
e From 2022			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2023 distributable amount			
i Carryover from 2018 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2023 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2023 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2024. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2019			
b Excess from 2020			
c Excess from 2021			
d Excess from 2022			
e Excess from 2023			

Schedule A (Form 990) 2023

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL

Schedule A (Form 990) 2023

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Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.
(See instructions.)

DRAFT

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Name of the organization

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number

91-1250599

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2023)

Name of organization

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number

91-1250599**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	UNITED STATES DEPARTMENT OF LABOR 200 CONSTITUTION AVE. NW WASHINGTON, DC 20210	\$ 3,200,314.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	WORKSOURCE COLUMBIA BASIN 815 N KELLOGG ST STE D KENNEWICK, WA 99336	\$ 421,762.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT P.O. BOX 9046 OLYMPIA, WA 98507	\$ 1,127,265.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

91-1250599

Part II

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	

Name of organization

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number

91-1250599**Part III**

Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) \$ _____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization **BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number
91-1250599

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 \$

(ii) Assets included in Form 990, Part X \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 \$

b Assets included in Form 990, Part X \$

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2023

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL

Schedule D (Form 990) 2023

91-1250599 Page 2

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
1c	
1d	
1e	
1f	

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %

b Permanent endowment _____ %

c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations? ☐ Yes ☐ No

(ii) Related organizations? ☐ Yes ☐ No

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B)) 0.

Schedule D (Form 990) 2023

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule D (Form 990) 2023

91-1250599 Page **3**

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) RIGHT OF USE ASSET	1,021,153.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	1,021,153.

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) LEASE LIABILITY - SHORT TERM	334,455.
(3) LEASE LIABILITY - LONG TERM	703,801.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	1,038,256.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

Schedule D (Form 990) 2023

**BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Schedule D (Form 990) 2023

91-1250599 Page **4**

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	4,754,618.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	4,754,618.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	4,754,618.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	4,682,896.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	4,682,896.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	4,682,896.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE COUNCIL RECEIVED AUTHORITY FROM THE INTERNAL REVENUE SERVICE TO
OPERATE AS A TAX-EXEMPT ORGANIZATION (PUBLIC CHARITY) UNDER SECTION
501(C)(3) OF THE INTERNAL REVENUE CODE. AS OF JUNE 30, 2024 AND 2023, THE
COUNCIL HAD NO UNRELATED BUSINESS ACTIVITIES SUBJECT TO FEDERAL INCOME
TAX. THE COUNCIL HAS NOT IDENTIFIED ANY UNCERTAINTY IN INCOME TAX
POSITIONS THAT WOULD JEOPARDIZE ITS STATUS AS A TAX-EXEMPT ORGANIZATION.

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization **BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number
91-1250599

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
CAREER PATH SERVICES 10 N. POST ST., SUITE 200 SPOKANE, WA 99201	91-1032846	501(C)(3)	3,294,435.	0.			PROVIDE PROGRAM SERVICES

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table **1.**
- 3 Enter total number of other organizations listed in the line 1 table **0.**

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2023

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL

Schedule I (Form 990) 2023

91-1250599

Page 2

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

GRANT AND AUDIT REQUIREMENTS, FEDERAL ASSISTANCE LISTING NUMBER AND RELATED
INFORMATION ARE COMMUNICATED TO THE RECIPIENT AS PART OF THEIR RECIPIENT
CONTRACT AGREEMENT. RECIPIENT CONTRACT INVOICING AND RECIPIENT MONITORING
PROCEDURES ARE IN PLACE TO ENSURE ADEQUATE COMMUNICATION OF RECIPIENT
RESPONSIBILITIES. MONITORING REPORTS INCLUDING ANY FINDINGS OR AREAS FOR
IMPROVEMENT AND ANY REQUIRED CORRECTIVE ACTION ARE COMPLETED AND FORWARDED
TO EACH RECIPIENT AT THE CONCLUSION OF EACH ANNUAL MONITORING PROCESS.
FOLLOW-UP PROCEDURES ARE IN PLACE TO ENSURE ANY DEFICIENCIES NOTED ARE

FOLLOWED UP ON AND CORRECTED. FISCAL AND PROGRAM STAFF INQUIRY, AS DEEMED NECESSARY, IS COMPLETED THROUGHOUT THE PROGRAM YEAR REGARDING TECHNICAL ASSISTANCE OR ANY ISSUES OR QUESTIONS THAT MAY ARISE. BUDGETS ARE MAINTAINED BY RECIPIENTS AND ARE MONITORED IN TOTAL BY THE AGENCY. VISITS ARE COMPLETED AS PART OF THE ANNUAL MONITORING PROCESS.

DRAFT

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization **BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL** Employer identification number **91-1250599**

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in or receive payment from a supplemental nonqualified retirement plan?

c Participate in or receive payment from an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2023

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

DRAFT

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization

BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL

Employer identification number
91-1250599

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

COMMUNITY REINVESTMENT PROGRAM

INCENTIVES = 123

BUSINESS = 71

FORM 990, PART VI, SECTION A, LINE 1A:

THE GOVERNING BOARD DELEGATES BOARD AUTHORITY TO THE EXECUTIVE COMMITTEE.

ALL BOARD MEMBERS HAVE VOTING RIGHTS.

FORM 990, PART VI, SECTION B, LINE 11B:

THE 990 IS UPLOADED TO OUR BOARD PORTAL AND THE RETURN IS PRESENTED AT AN
EXECUTIVE BOARD MEETING FOR BOARD REVIEW AND APPROVAL.

FORM 990, PART VI, SECTION B, LINE 12:

BOARD MEMBERS INVOLVED IN REQUESTS FOR PROPOSALS MUST DISCLOSE ANY
CONFLICTS OF INTEREST. ADDITIONALLY WHEN BOARD MEMBERS ARE APPOINTED THEY
MUST DISCLOSE ANY CONFLICTS OF INTEREST.

FORM 990, PART VI, SECTION B, LINE 15A:

COMPENSATION FOR THE EXECUTIVE DIRECTOR WAS DETERMINED BY THE EXECUTIVE
COMMITTEE IN RELATIONSHIP TO A PEER COMPENSATION ASSESSMENT.

THE PROCESS DESCRIBED HERE WAS LAST COMPLETED IN 2024.

FORM 990, PART VI, SECTION C, LINE 19:

THE CONFLICT OF INTEREST POLICY IS AVAILABLE ON THE WEBSITE AND THE

GOVERNING DOCUMENTS AND FINANCIAL STATEMENTS ARE AVAILABLE UPON REQUEST.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2023

LHA 332211 11-14-23

Name of the organization **BENTON-FRANKLIN WORKFORCE DEVELOPMENT
COUNCIL**

Employer identification number
91-1250599

FORM 990, PART XII, LINE 2C:

THE PROCESS FOR OVERSIGHT AND SELECTION OF AN INDEPENDENT ACCOUNTANT
HAS NOT CHANGED FROM THE PRIOR YEAR.

DRAFT



M E M O R A N D U M

DATE: April 22, 2025

TO: Benton - Franklin Workforce Development Council (BFWDC) Executive Committee

FROM: Cynthia N. Garcia, Executive Director,
Jessie Cardwell, Workforce Programs Director

SUBJECT: Motion to Approve PY25 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1st, 2025, to June 30th, 2026

Background: Throughout a Request for Proposal (RFP) process, Career Path Services (CPS) was awarded the WIOA Title 1B Contracts (in the amount of \$1,733,824) for Dislocated Worker/Adult/Youth Services on April 25th, 2023, and an extension was granted for PY24 (July 1st, 2024-June 30th, 2025). The contract ends June 30th, 2025, however, we have the option for annual extensions based on performance and mutual agreement. We are recommending a Service Provider Extension for the PY25 Title IB Dislocated Worker/Adult/Youth contracts to Career Path Services (with the approximate amount of \$1,778,034 to continue assisting customers with training and employment services so they can secure jobs that provide self-sufficient wages based on the following accomplishments:

1. CPS is meeting and/or exceeding performance targets this program year. Below is some data to demonstrate their current performance.

Program Performance As of March 30th, 2025															
	Total Served		Exits to unsubsidized employment		Individual Training Accounts				Post Secondary Exits (Youth Only)		Work Experience		OJT		Percentage of Contract Spent
	Actual	Goal	Actual	Goal	Placed	Completed	Goal	In Progress	Actual	Goal	Actual	Goal	Actual	Goal	%
Adult	193	160	52	70	55	26	29	14					0	0	67%
DW	126	117	44	50	34	15	21	11					0	0	61%
Youth	195	157	59	54	14	9	13	7	16	4	34	16	1	1	64%

2. **State Performance Recognition:** The Employment Security Department (ESD), our funding source, sends letters to the BFWDC recognizing the performance of our programs. The most recent letter, for the quarter ending March 31st, 2024 (September 30th, 2023, for employment outcomes) shared:

Outcome	Target	Actual
WIOA Adult Enrollments	164	165
WIOA Adult Employment Placements	38	45
WIOA DW Employment Placements	30	41
WIOA Youth Enrollments	177	195
WIOA Youth WEX Expenditure Rate	20%	29%
QUEST NDWG Enrollments	38	95
QUEST NDWG Exits to Employment	30	56
Federal EcSA Enrollments	180	192
Federal EcSA Participants in Training	54	72
State EcSA Enrollments	39	162
State EcSA Participants in Training	16	29
CRF EcSA Incentives Program Expenditures	\$314,876	\$499,457
CRF EcSA Incentives Customers Served	51	123
Business Support Program Expenditures	\$73,000	\$118,277

3. BFWDC recently completed local monitoring of all WIOA Title 1B Programs and their discretionary grants; there were no findings nor disallowed program spending and any questioned were resolved.
4. The State Monitors reviewed Dislocated/Adult/Youth program files during their PY23 Annual Monitoring visit and determined no disallowed costs or findings. The monitoring team will review PY24 WIOA Title 1B participant files in June of this year. We are usually monitored in May, but the monitoring team requested we go in June so they could end their monitoring cycle on a positive note, demonstrating the quality work that is done in our area consistently.
5. 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. Specifically, they have worked hard to implement funds to serve businesses. Their efforts in assisting participants and improving services are highlighted in the Program Performance Summaries shared with all board members and posted on the board portal monthly.

BFWDC staff recommended extending the PY24 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services to continue serving individuals and businesses in PY25, Effective July 1st, 2025, to June 30th, 2026. Thank you!

Benton Franklin Workforce Development Council
Corporate Entity
Statement of Cash Flows
For PY 2024-2025
(In whole numbers)

Unposted Transactions May Be Included In Report

Month:	Jul-2024	Aug-2024	Sep-2024	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Year total
Money Market BALANCE	33,368	33,374	33,379	33,385	33,390	33,396	33,402	33,407	33,412				
Money Market +/-	-	-	-	-	-	-							
Money Market Interest	4.79	5.67	5.49	5.67	5.49	5.67	5.67	5.12	5.40				48.97
CE Checking BALANCE	2,435	2,181	945	909	909	909	4,529	4,489	7,761	7,293			
RECEIPTS from Support													
Donations/Contributions (unrestricted)	-	399	-	-	-	-	361						760
Grant Revenue	-	3,380	-	-	-	4,500		3,380					11,260
													-
TOTAL RECEIPTS	-	3,779.34	-	-	-	4,500.00	360.92	3,380.00	-	-	-	-	12,020
DISBURSEMENTS for Operations													
Donation fees	-	15	-	-	-	-	11	-	-				26
Professional Services and Contracts	-	-	-	-	-	-	-	-	-				-
Software & Software Maintenance	-	-	-	-	-	880	-	-	-				
Community/Business	-	5,000	36	-	-	-	390	109	468				6,002
Dues, Fees and Subscriptions	-	-	-	-	-	-	-	-	-				-
Advertising and Outreach	254	-	-	-	-	-	-	-	-				254
Non WIOA Expenses	-	-	-	-	-	-	-	-	-				-
													0
TOTAL DISBURSEMENTS	254	5,015	36	-	-	880	400	109	468	-	-	-	7,162
NET CASH FOR THE PERIOD	(254)	(1,236)	(36)	-	-	3,620	(40)	3,271	(468)	-	-	-	4,858
ENDING CASH	2,181	945	909	909	909	4,529	4,489	7,761	7,293	7,293	-	-	4,858

*Grant Revenue: Aug-2024/WSAC, Dec-2024/3 Rivers(WSCB), Feb-2025/WSAC

*Software & Software Maintenance: Dec-2024/WSAC Microsoft Licenses

*Community/Business: Aug-2024/WSAC-ESD, Jan-2025/WSAC Laptop Accesseries, Feb-2025/WSAC Supplies, Mar-2025/WSCB GiftCards

*Advertising and Outreach: Connection Site Signs

Benton Franklin Workforce Development Council

Statement of Budget To Actual Expenditures



(May Contain Unposted Transactions)

For Period July 01, 2024 - April 15, 2025

EXPENSES	CURRENT FISCAL YEAR				
	2024 - 2025				
	YEAR-TO-DATE ACTUALS - APRIL 2025	YEAR-TO-DATE BUDGET - APRIL 2025	YEAR-TO-DATE PERCENT OF BUDGET	CURRENT YEAR BUDGET	PERCENTAGE OF TOTAL BUDGET
Sub-Recipient Reimbursements	\$ 3,574,955	\$ 3,691,569	97%	\$ 4,429,883	81%
Rent and Facilities	\$ 41,217	\$ 38,251	108%	\$ 45,791	90%
Salaries and Wages	\$ 454,084	\$ 538,064	84%	\$ 649,033	70%
Professional Services and Contracts	\$ 25,962	\$ 62,620	41%	\$ 65,920	39%
TC Futures	\$ 48,887	\$ 50,000	98%	\$ 60,000	81%
Travel and Training	\$ 19,002	\$ 42,300	45%	\$ 48,000	40%
Supplies, Furniture and Equipment	\$ 3,009	\$ 2,500	120%	\$ 3,000	100%
Equipment and Software - Lease and Maintenance	\$ 12,666	\$ 14,500	87%	\$ 17,000	75%
Communications (Telephone, Postage and Internet)	\$ 1,161	\$ 1,808	64%	\$ 2,170	54%
Advertising and Outreach	\$ 2,154	\$ -	0%	\$ -	0%
Insurance	\$ 8,742	\$ 8,000	109%	\$ 8,000	109%
Dues, Fees and Subscriptions (Includes EO Accom)	\$ 19,334	\$ 15,252	127%	\$ 15,552	124%
Business/Community	\$ 583	\$ -	0%	\$ -	0%
TOTAL YEARLY EXPENSES	\$ 4,211,756	\$ 4,464,865	94.33%	\$ 5,344,349	79%

*Rent & Facilities - over budget due to Goodwill final operating cost reconciliation. (\$2876.88)

*Advertising & Outreach - expense for Connection Site signage, Rapid Response Outreach/Lamb Weston

*Supplies, Furniture, and Equipment - over budget due to unplanned purchase of meeting camera and misc. supplies

*Dues, Fees, and Subscriptions - over budget due to Job posting on Indeed, Rapid Response Interpreter Services and purchase of additional domain (.org), Application fee/Van

*Business/Community - EcSA Tour and Rapid Response Supplies



Benton Franklin Workforce Development Council

PRIOR YEAR-TO-DATE COMPARISONS



(May Contain Unposted Transactions)

For Period July 01, 2024 - April 15, 2025

	CURRENT FISCAL YEAR		PRIOR YEAR-TO-DATE COMPARISONS		
	2024 - 2025		2023 - 2024	2022 - 2023	2021 - 2022
EXPENSES	YEAR-TO-DATE ACTUALS - APRIL 2025		PREVIOUS YEAR ACTUALS - APRIL 2024	PREVIOUS YEAR ACTUALS - APRIL 2023	PREVIOUS YEAR ACTUALS - APRIL 2022
Sub-Recipient Reimbursements	\$ 3,574,955		\$ 2,093,852	\$ 2,583,546	\$ 2,770,596
Rent and Facilities	\$ 41,217		\$ 45,196	\$ 52,519	\$ 66,331
Salaries and Wages	\$ 454,084		\$ 538,943	\$ 868,394	\$ 752,838
Professional Services and Contracts	\$ 25,962		\$ 64,657	\$ 49,480	\$ 48,429
TC Futures	\$ 48,887		\$ 50,000	\$ 50,870	\$ 53,899
Travel and Training	\$ 19,002		\$ 10,962	\$ 50,875	\$ 26,942
Supplies, Furniture and Equipment	\$ 3,009		\$ 2,346	\$ 11,832	\$ 11,331
Equipment and Software - Lease and Maintenance	\$ 12,666		\$ 13,824	\$ 9,887	\$ 14,519
Communications (Telephone, Postage and Internet)	\$ 1,161		\$ 1,543	\$ 2,346	\$ 3,799
Advertising and Outreach	\$ 2,154		\$ -	\$ -	\$ -
Insurance	\$ 8,742		\$ 8,249	\$ 7,679	\$ 7,606
Dues, Fees and Subscriptions	\$ 19,334		\$ 15,880	\$ 17,478	\$ 16,403
Business/Community	\$ 583		\$ 5,227	\$ -	\$ -
OHDC Outreach	\$ -		\$ -	\$ 149,117	
OHDC Admin fees	\$ -		\$ -	\$ 25,758	
TOTAL YEARLY EXPENSES	\$ 4,211,756		\$ 2,850,679	\$ 3,879,781	\$ 3,772,693

Benton-Franklin Workforce Development Council
Funding Balances
As of February 2025

Fund	PY/FY	Period of Performance	Grant Number	2023/2024 Amount	2024/2025 Amount	Modifications	Current Balance	Remaining
WIOA YOUTH - Program	PY23	04/01/2023-06/30/2025	6111-7003	722,769.00			-	0%
WIOA YOUTH - Program	PY24	04/01/2024-06/30/2026	6111-7004		966,526.00		433,996.45	45%
WIOA Adult - Program	FY23	10/01/2023-06/30/2025	6111-7103	699,721.00			-	0%
WIOA Adult - Program	PY24	07/01/2024-06/30/2026	6111-7104		185,918.00		-	0%
WIOA Adult - Program	FY25	10/01/2024-06/30/2026	6111-7104		759,783.00		383,677.66	50%
WIOA Dislocated Workers - Program	FY23	10/01/2023-06/30/2025	6111-7203	774,301.00			-	0%
WIOA Dislocated Workers - Program	PY24	07/01/2024-06/30/2026	6111-7204		134,907.00		-	0%
WIOA Dislocated Workers - Program	FY25	10/01/2024-06/30/2026	6111-7204		659,596.00		328,557.88	50%
WIOA YOUTH - Admin	PY24	04/01/2024-06/30/2026	6111-7004		107,392.00		-	0%
WIOA Adult - Admin	PY24	07/01/2024-06/30/2026	6111-7104		20,657.00		-	0%
WIOA Adult - Admin	FY25	10/01/2024-06/30/2026	6111-7104		84,420.00		13,869.58	16%
WIOA Dislocated Workers - Admin	PY24	07/01/2024-06/30/2026	6111-7204		14,990.00		-	0%
WIOA Dislocated Workers - Admin	FY25	10/01/2024-06/30/2026	6111-7204		73,288.00		73,288.00	100%
EcSA Federal		04/01/2022-03/31/2025	6111-7622-07	596,931.81			-	0%
EcSA Federal	PY24	07/01/2024-06/30/2025	6111-7624-07		133,621.00		133,621.00	100%
EcSA State - Below 200%		7/1/2024 - 6/30/2025	6643-1623-02		324,851.00		136,751.12	42%
EcSA State - Above 200%		7/1/2024 - 6/30/2025	6643-5813-01		135,062.00		54,812.58	41%
EcSA State - Business Navigator		7/1/2024 - 6/30/2025	6643-1593-01		108,333.00		44,599.73	41%
EcSA CRF - Incentive Payments		12/01/2023-05/31/2025	6111-1853-03	465,124.00		1,387,033.00	287,212.00	16%
EcSA CRF - Business Services		12/01/2023-05/31/2025	6111-1863-02	793,199.00		20,880.00	374,489.00	46%
Quest		10/01/2022-09/30/2024	6111-7572-03	729,663.00			125,148.88	17%

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30-WSCB Partnership From 7/1/2024 - 02/28/2025

(In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Partner Revenue	153,682	154,608	99%	231,912	66%
Sub-Lease Revenue	111,204	112,535	99%	168,802	66%
Total Revenue	264,886	267,143	99%	400,714	66%
Expenses					
Rent and Facilities	225,201	215,723	104%	323,585	70%
Supplies, Furniture and Equipment	9,198	6,000	153%	9,150	101%
Equipment and Software - Lease and Maintenance	2,465	2,500	99%	2,500	99%
Communications (Telephone, Postage and Internet)	6,453	13,600	47%	20,400	32%
Maintenance and Janitorial	21,004	16,980	124%	30,890	68%
Community/Business	0	3,400	0%	5,000	0%
Dues, Fees and Subscriptions	6,205	6,126	101%	9,189	68%
	270,526	264,329	102%	400,714	68%
Net Surplus/ (Deficit)	(5,640)	2,814			

****Notes****

*Rent and Facilities - Over budget due to end of lease expenses from Goodwill (\$9,477.78)

*Supplies, Furniture, Equip - Over budget due to increased costs/spending (Office Supplies - \$5,017/Other Supplies - \$4,181)

*Maintenance & Janitorial - Over budget due to spring, carpet, and upholstery cleaning in August 2024 (budgeted for June 2025)

*Dues, Fees & Subscriptions - Over budget due to EO repairs/requirements

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures by Period
From 7/1/2024 Through 2/28/2025

30 - WSCB Partnership

	7/1/2024 - 7/31/2024	8/1/2024 - 8/31/2024	9/1/2024 - 9/30/2024	10/1/2024 - 10/31/2024	11/1/2024 - 11/30/2024	12/1/2024 - 12/31/2024	1/1/2025 - 1/31/2025	2/1/2025 - 2/28/2025	Total
Revenue									
IFA Revenue - AARP	0.00	0.00	0.00	0.00	0.00	822.28	822.28	822.28	2,466.84
IFA Revenue-CBC	941.23	941.23	941.23	941.23	941.23	822.28	822.28	822.28	7,172.99
IFA Revenue - DSB	941.23	941.23	941.23	941.23	941.23	822.28	822.28	822.28	7,172.99
IFA Revenue-L&I	410.98	425.98	410.98	410.98	410.98	292.03	292.03	292.03	2,945.99
IFA Revenue-ESD	4,585.46	4,585.46	4,585.46	4,585.46	4,585.46	3,616.33	3,616.33	3,616.33	33,776.29
IFA Revenue-DVR	1,079.78	1,079.78	1,079.78	1,079.78	1,079.78	443.76	443.76	443.76	6,730.18
IFA Revenue-OIC	941.23	941.23	941.23	941.23	941.23	822.28	822.28	822.28	7,172.99
IFA Revenue-CPS	10,426.09	10,426.09	10,426.09	10,426.09	10,426.09	11,684.76	11,684.76	11,684.76	87,184.73
Sub-Lease Revenue-ESD	12,197.17	12,197.17	12,197.17	12,727.42	12,197.17	12,197.17	11,666.92	12,197.17	97,577.36
Sub-Lease Revenue-DVR	1,339.41	1,339.41	1,339.41	1,339.41	1,339.41	1,339.41	1,339.41	1,339.41	10,715.28
Sub-Lease Revenue-LNI	530.25	530.25	530.25	530.25	530.25	530.25	530.25	530.25	4,242.00
Total Revenue	33,392.83	33,407.83	33,392.83	33,923.08	33,392.83	33,392.83	32,862.58	33,392.83	267,157.64
Expenses									
Supplies (Office)	1,002.75	0.00	850.00	231.08	0.00	1,478.14	130.11	1,324.60	5,016.68
Supplies (Other)	667.28	156.97	483.35	1,131.63	269.31	538.31	502.76	431.48	4,181.09
Rent & Facilities	26,965.40	26,965.40	26,965.40	26,965.40	26,965.40	26,965.40	26,965.40	26,965.40	215,723.20
Operating Expense	9,477.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,477.78
Utilities	540.96	540.96	540.96	540.96	540.96	540.96	2,559.73	540.96	6,346.45
Telephone	0.00	19.60	0.00	39.21	9.60	0.00	19.60	14.90	102.91
Maintenance & Janitorial	1,830.00	5,333.27	4,434.21	1,855.00	1,958.27	1,830.00	1,830.00	1,933.27	21,004.02
Postage, Shipping & Courier	0.00	0.31	0.34	0.00	0.00	0.68	1.69	0.68	3.70
Software & Software Maint	0.00	2,465.22	0.00	0.00	0.00	0.00	0.00	0.00	2,465.22
Dues, Fees & Licenses	290.77	299.52	184.02	299.52	299.52	299.52	299.52	299.52	2,271.91
EO Accommodation	2,516.79	437.11	333.82	0.00	297.35	168.32	53.92	125.70	3,933.01
Total Expenses	43,291.73	36,218.36	33,792.10	31,062.80	30,340.41	31,821.33	32,362.73	31,636.51	270,525.97
Net Surplus/ (Deficit)	(9,898.90)	(2,810.53)	(399.27)	2,860.28	3,052.42	1,571.50	499.85	1,756.32	(3,368.33)

March 2025

Open Doors Monthly GED Data

- Total GED tests taken this month: **72**
- Passing rate: **85%**
- GED completions this month: **16**
- Total GEDs awarded in 2025: **31**

Upcoming Events

APR 16	Info Sessions 2:00PM - 3:00PM
APR 22	Info Sessions 9:00AM - 10:00AM
APR 23	Info Sessions 2:00PM - 3:00PM
APR 29	Info Sessions 9:00AM - 10:00AM

Funding Update

There may be questions floating around about our funding due to all the Executive Orders and the status of the Department of Education. Educational Service District 123 (ESD123) does not have Federal grant funding and does not foresee any immediate cuts to their GED services. Educational Service Districts are in their budget cycles now as they are based on the school year, the Finance department and all Leadership at ESD123 are working hard to ensure they are financially healthy. The Open Doors program at TC Futures has performed strongly over the past year. We had our highest volume and revenue this past month.



TC Futures get serious about dental health

Columbia Basin Health Association (CBHA) in partnership with ESD123, provided free dental screenings for students at TC Futures! This really demonstrates the holistic approach that TCFutures takes on serving youth and young adults.



Growth Update

As reported in last month's report, TC Futures has seen a lot of growth this year. ESD123 has seen it a lot in their Open Doors program. To mitigate this they have added another full-time case manager to help support youth in getting their GED. Make sure to introduce yourself to Charlette Gilbert the next time you are there!

Hospitality Futures/Dignified Work

TC Futures hosted another round of Hospitality Futures partnership with April Reddout, providing hospitality field trips to Bookwalter Winery and Pasco Holiday Inn Express. Participants were able to learn about wine, food, and hotel industries.



TC Futures continues to grow the Dignified Work program by expanding workshop series to Juvenile Justice Center, a ten-week cohort, with nine day-reporting youth. Dignified Work saw a January/February, seven-week cohort of nine youth, and a March/April six week cohort of 11 youth.



Partnership with Ben Franklin Transit

Ben Franklin Transit and ESD 123 have been working together to get a van for TC Futures. This is in the very beginning stages so more to come. It was determined when the Benton-Franklin Workforce Development Council got their van that due to ESD123 policy no ESD123 staff would be able to drive it, because it exceeds their capacity limits. The van they will be getting will allow them to drive it. This will be a great asset to TC Futures and getting youth and young adults out into the community.



TC Futures is a collaborative partnership between the Benton Franklin Workforce Development Council and Educational Service District 123.

February 2025

Open Doors Monthly GED Data

- Total GED tests taken this month: **42**
- Passing rate: **85.7%**
- GED completions this month: **9**
- Total GEDs awarded in 2025: **15**

Upcoming Events

MAR 18	Info Sessions 9:00AM - 10:00AM
MAR 19	Info Sessions 2:00PM - 3:00PM
MAR 25	Info Sessions 9:00AM - 10:00AM
MAR 26	Info Sessions 2:00PM - 3:00PM



Interested in TC Futures?

If you or someone you know is interested in the services that TC Futures has to offer, please have them attend an information session where they can learn about GED services through Open Doors, workforce training and education opportunities through the WIOA Title IB Youth Program.

Growth fuels updates

Due to substantial growth in the Open Doors program, TC Futures had an outside agency come in and evaluate the programs and the center, to learn how to handle the growth to be able to serve the youth more effectively. They interviewed staff and youth and BFWDC staff as well. They also toured the facility and met with leadership in person. They compiled a report and gave it to leadership. After receiving this great feedback there will be some adjusting happening at TC Futures. More staff will be added and there may be some changes to how the building is used as well to make sure the youth and programs there have the most accessibility to the services offered. Stay tuned.

Meet Juana Rodriguez



Juana is a TC Futures Bilingual Case Manager working with youth in the regional districts. Prior to this she was a paraprofessional at TC Futures where she was able to learn how to best support the students while they work on their GEDs. Her goal is to reduce barriers that may prevent youth and young adults from achieving their personal and academic goals, and empower them to thrive. She offers a compassionate and resourceful approach and strives to make a positive impact on their journey to success.

January 2025

Open Doors Monthly GED Data

- Total GED tests taken this month: **67**
- Passing rate: **83.6%**
- GED completions this month: **6**
- Total GEDs awarded in 2024: **93**

Upcoming Events

FEB 18	Info Sessions 9:00AM - 10:00AM
FEB 19	Info Sessions 2:00PM - 3:00PM
FEB 25	Info Sessions 9:00AM - 10:00AM
FEB 26	Info Sessions 2:00PM - 3:00PM

Hospitality Futures Continues at TC Futures

Hospitality Futures was piloted this summer and allowed youth to gain knowledge of the types of careers that are available in the hospitality industry. Most do not realize how many different options there are in hospitality. This is a growing industry in the Tri Cities, and it is important to highlight this for young people. This work has continued since the summer pilot and is on its third cohort. April Redout is a hospitality consultant in our region and is leading the charge with Hospitality Futures. She is able to share a wide variety of perspectives, as well as bring in guest speakers to share what they are looking for in employees. Youth are also able to go on field trips to places like Castle Catering, wineries, and food trucks so they can see themselves in these types of work environments.



How can you get involved?

- Do you have a workshop that would benefit our youth and young adults?
- Would you like to sponsor a workshop or special event by providing a meal for participants?
- Do you have connections to pre-apprenticeship programs that would benefit our youth and young adults?
- Do you have training or opportunities for our youth and young adults to participate in work experience?
- Do you have the ability to tutor GED customers in math?
- Do you want to continue to provide furniture or assistive technology financially?

Contact TC Futures Director, **Melanie Olson** at 509.537.1710 or molson@esd123.org



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WorkSource Operator Report

Benton Franklin Workforce Consortium

January 2025

January Highlights:

- The Community Partnership for Transition Solutions (CPTS) Coalition held their first community meeting at CBC. WSCB is co-leading the coalition in partnership with Department of Corrections, 3 Rivers Therapy, TC Futures, and Washington Monitoring. Fifty five individuals attended from various community based organizations, with the goal of bringing community-based organizations together for more awareness of the resources available to assist individuals transitioning out of incarceration, as well as any gaps in needed resources, so we can actively seek solutions. Examples include transportation, housing, food security, stable income, training, employment, etc. This coalition is based upon a model that has been successful in Spokane. The next meeting will be held at WSCB.
- To further the impact of the outreach work happening to Coyote Ridge Correctional Center (CRCC), Team ESD is leading out on a resource fair for incarcerated individuals. The fair is scheduled for March 26th and will take place onsite at CRCC.

WorkSource Site Operations:

Customer Counts 1/1-1/31	2025		2024	
Total Staff Assisted Seekers	622		860	
Total Staff Assisted Services	1594		2133	
Unique Number of Businesses Served	51		59	
Staff Provided Business Services	77		139	
	Services Provided	Businesses Served	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	6	5	5	5
Employee Training Assessment, referral, enrollment, etc.	5	4	15	5
Other Employer outreach visit, marketing business services, etc.	41	31	65	41
Recruitment Hiring events, referrals, etc.	24	17	54	27
Wage & Occupation Information Labor Market Info, etc.	1	1	0	0

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office & Business Services: ETO Staff Provided Business Services (2/10/2025).

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711



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January 2025 Customer Feedback:

- 35 customer satisfaction survey/interview responses were received.
 - Of the customers who responded, 90% will refer family and friends.
- Customer Feedback – *What we did well:*
 - “Naty was wonderful, she was kind and helpful offering resources for my success.”
 - “Staff was so friendly and so helpful to me. I've gotten 4 job interviews thanks to WorkSource. Staff really took the time to help me construct a really good resume.”
 - “Very good communication and actions. Also got a follow up call the next week about some additional information, which was appreciated.”
- Customer Feedback – *What we can do better:*
 - “Can the laptops be able to wirelessly connect to the printers?”
 - “It is hard to log into WorkSourceWA.”

Service Delivery

Career Services:

- Overall, in January we saw an increase in number of customers accessing basic career services at WSCB. Over the course of the month, the Front End Services (FES) Team:
 - Provided a total of 1864 services, which includes:
 - Provision of 745 staff assisted services and access to 890 customers seeking self-service in the Resource room. The team hosted a total of 49 one on one appointments with a show rate of 77%.
 - Facilitating group services for a total of 229 attendees, to include Meet & Greet, Job Search and Applications, and Resume. This is a 35% increase in workshop attendees compared to December (170 attendees).
- To support community member self-sufficiency, we will pilot a 5-week financial literacy class starting in February. Classes will last 60 minutes and will be offered in English and Spanish. Participants will have an opportunity to meet with certified financial counselors following each session to ask questions and receive customized advice.
- In response to a need identified by Spanish speaking workers who have been impacted by the Lamb Weston Connell facility closure, WSCB will offer a job club on Mondays starting in February. The primary goal of the sessions is to assist attendees in returning to work quickly. To support these efforts, the BST will support by connecting with local employers such as Darigold, Simplot, WA & OR Potato Company, and Americold to connect them with qualified workers. The sessions will be led out by Team ESD, with support from additional partners as needs are identified through Human Centered Design (HCD) activities to gather customer feedback.

Business Solutions:

- Our Business Solutions Team (BST) worked with the WSU Nursing Program to help fill a patient practice. Over a dozen individuals applied to participate.
- The team met with our ESD and DVR partners to discuss what they are hearing/seeing from our community about immigration, rights, and resources as it relates to businesses and employees.

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711



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- **January Event Outcomes –**
 - 1/8: Two Rivers Correctional Institute (TRCI) Meet & Greet – 7 attended; awaiting employment outcomes. This event preceded a facility tour on 1/11 and helped boost attendance to 21 job seekers.
 - 1/8: Transportation and CDL Showcase (with VR presentation) – 20 registered & 45 attended; attendees were able to connect with McGregor Company and Great Northwest Transport. Virtual Reality technology with Transfr was also utilized for the workshop so that individuals could experience what it is like to be a CDL driver.
 - 1/8: Small Business Info Session – 11 registered and 14 attended; the session was [featured on KEPR news](#).
 - 1/10: Alternative Nursing Solutions (ANS) Hiring Event; awaiting event outcomes.
 - 1/21: Agriculture Sector Workshop *hosted at Goodwill Pasco* – 6 attended and provided feedback indicating that the session was a value add. This event is in partnership with Goodwill, who also share information about their services and assist with the portion of the class where job seekers accomplish a step toward finding work.
 - 1/23: The Rapid Response team hosted a session on WA Health Exchange for workers who've been impacted by the Lamb Weston Connell facility closure. BST members supported the event.
 - 1/29: Agriculture Sector Workshop (pilot) *hosted in Benton City* – 3 attended and provided feedback that they appreciated the information and services they received.
- **Upcoming Events –**
 - 2/5 from 9am-2pm: Two Rivers Correctional Institute (TRCI) Meet & Greet
 - 2/8 from 11am-2pm: Two Rivers Correctional Institute (TRCI) Meet & Greet – *Facility Tour in Umatilla*
 - 2/12 from 2-4pm: Veteran Resume Workshop
 - 4/3 from 10am-2pm: Spring Career Fair at CBC *in partnership with WSCB & WSU*

Connection Sites:

- **Grace Collective –**
 - During the month of January, 16 individuals accessed the connection site computer to access learning opportunities such as computer and language skills, obtaining a food handler's card, building resumes, applying for work, and accessing housing resources.
 - Met with Satara of Grace Collective to discuss emerging customer needs and identify ways that WSCB can support, including provision of an I-Speak card to facilitate identification of language for translation, a list of employers who will hire individuals with Limited English proficiency, ESL & GED class information, and information about workshops offered onsite. Translation of the WSCB Menu of Services into Farsi/Dari are pending.
- **Benton City Mid-Columbia Library –**
 - Basic computer classes kicked off in January. We are actively promoting this service in one on ones, via email, through networking, flyers, and social media. This class is made possible through our partnership with Goodwill, who is providing ongoing training on the curriculum and will also support certification of our team member with Americorps. (This experience will also support how the training process looks for future projects, such as the Columbia Connects coalition.)

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- To date, the connection site computer has not been used. We will continue promoting and explore additional ways to engage the community, for example, signage on and near the computer which identifies what the computer can be used for.
- Prosser Mid-Columbia Library –
 - This will be our third connection site; establishment is in process.

Community & Partner Connections:

- 1/8 – Met with Satara of Grace Collective to discuss current community needs and provide resources. I will coordinating a meeting with the Director of the Women’s Mission to share updates and identify ways that UGM, WSCB, and Grace Collective can collaborate.
- 1/22 – Met with Keri Lobdell, Dean of Library and Instructional Services, and discussed ways that we can learn more about community need as it relates to education and potential barriers to obtaining the education needed to achieve their career goals. We will be exploring a human centered design activity that can be launched at WSCB.
- In partnership with Goodwill, our AmeriCorps staff member is receiving training
- Outreach with Stephens Media Group (SMG) –
 - January trends and accomplishments include:
 - 9,069 impressions – This is the number of views our online content received, which was up 356 points
 - 1,078 post engagements, which indicates if a post was read/seen (based on time spent). This was 139 more engagements over December
 - 554 leads – which is the number of interactions from people who are interested in our business. This is an increase of 165 points over December.
 - New search terms were listed in our our top 10, including “career counseling” and “hiring support”.
 - The WSCB Facebook page now has 65 followers, up from 57 in December. To increase traffic, we are posting photos from events to show their success, thank the facilitators, so community members can more easily feel connected and see themselves attended.
 - We saw more engagements on LinkedIn than Facebook during the month of January. This may be partly due to the new year and the general trend of job seekers doing more networking and seeking new job opportunities as one of their resolutions.
 - There continues to be a need to update/correct site postings due to online confusion between WSCB and the BFWDC. This work is imperative to ensure good standing with Google so they will continue to promote our information.

Staff Training & Development:

Training/Development Attended:

- 1/8 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 1/15 – All Staff Cross Training Session: Title 2 Service Provider Resources (CBC)

Upcoming Training/All Staff Meetings:

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- 2/5 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 2/19 – All Staff Training Session: Quarterly Labor Market Information Update with Ajsa Suljic, Labor Market Economist

Note: the team piloted hosting two training options monthly. After gathering team feedback and reviewing attendance, we will only offer one session monthly.

Facilities:

- 1/3: Palmer Roofing completed repair work for a ceiling leak in Room 5
- 1/6: Wet flooring was discovered on the West side of the building 1/3. It was investigated by Goodwill and Palmer Roofing; cause undetermined, however, it is assumed that heavy rain on Friday is the cause. This will be monitored moving forward.
- 1/21: Two HVAC units were replaced by Jacob & Rhodes
- 1/23: Regular HVAC filter maintenance completed by Jacob & Rhodes
- 1/23-1/24: Annual fire alarm system testing completed
- 1/24: Hot water heater reset by Goodwill to restore hot water to WSCB
- 1/27: Inspection of new HVAC units completed by City of Kennewick for permit filing

Respectfully submitted by C. Bright on 2/10/2025



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WorkSource Operator Report

Benton Franklin Workforce Consortium

February 2025

February Highlights:

- A kickoff meeting to learn more about current Hospitality sector career pathways was held in collaboration with the BFWDC and research to inform a strategic plan began with focus groups held at WSCB. Focus groups were designed to hear directly from hospitality workers about their experiences with training and career advancement.
- The WSCB Wagner Peyser Self Assessment submitted in September 2024 was reviewed and feedback received. There were no technical assistance or corrective actions identified, however, the following best practices were identified:
 - Staff encourage job seekers to use the self-service system at worksourcewa.com and offer assistance if necessary to set up an account or post a resume.
 - Staff know how to obtain language assistance services for limited English proficiency (LEP) customers using interpretation resources (for conversion of information orally) and/or translation resources (for conversion of written information from one language to another language).
 - Procedures are in place to accept job listings, post job orders, advertise, and recruit qualified applicants for agricultural employment.

WorkSource Site Operations:

Customer Counts 2/1-2/28	2025		2024	
Total Staff Assisted Seekers	577		1027	
Total Staff Assisted Services	1430		2307	
Unique Number of Businesses Served	61		62	
Staff Provided Business Services	99		133	
	Services Provided	Businesses Served	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	4	4	5	5
Employee Training Assessment, referral, enrollment, etc.	10	9	11	7
Other Employer outreach visit, marketing business services, etc.	49	41	64	40
Recruitment Hiring events, referrals, etc.	34	23	52	31
Wage & Occupation Information Labor Market Info, etc.	2	2	1	1

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office & Business Services: ETO Staff Provided Business Services (3/12/2025).

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February 2025 Customer Feedback:

- 31 customer satisfaction survey/interview responses were received.
 - Of the customers who responded, 83% will refer family and friends.
- Customer Feedback – *What we did well:*
 - “I appreciate the support I received from WorkSource. The staff member, Ric, helped guide me through job search resources.”
 - “Maribel has been amazing, she is great at guiding me and advising me on potential possibilities. So grateful for her and this amazing program.”
 - “AnJanet was very helpful informative and friendly she went far and beyond I can't thank her or work sources enough.”
- Customer Feedback – *What we can do better:*
 - “Talk slower.” (Regarding workshop facilitation)
 - “Maybe change the background color of some of the information because the words are hard to see on a yellow background from a distance.” (Regarding workshop slide.)

Service Delivery

Career Services:

- Overall, in February we saw a decrease in the number of customers accessing basic career services at WSCB, which appears to mirror year over year seasonal trends in alignment with the weather improving and seasonal unemployment in sectors such as agriculture and construction ending. Over the course of the month, the Front End Services (FES) Team:
 - Provided a total of 1119 services, which includes:
 - Provision of 534 staff assisted services and access to 585 customers seeking self-service in the Resource room. The team also hosted a total of 54 one on one appointments with a show rate of 78%.
 - Facilitation of group services for a total of 187 attendees, to include Meet & Greet, Job Search and Applications, and Resume. This is an 18% decrease in workshop attendees compared to January (229 attendees).
 - Handled 283 “general inquiry/option 7” calls: 258 in English and 25 in Spanish.
- During the month of February, the WSCB team offered a Monday Job Club to assist workers impacted by the Lamb West Connell facility closure in returning to work quickly and connecting with needed resources. Attendees have received resume, cover letter, and application support, in addition to job leads and have reported that they are getting interviews. Two attendees have been hired with Simplot & McCain and our Peer Outreach Worker continues reaching out to customers to educate them on available services and provider referrals.
- Change Management efforts to support the upcoming transition from Efforts to Outcomes (ETO) to WAWorks, our new case management system, are gaining in momentum, beginning with reformation of the leadership team that will help the team navigate the software updates. This will also include supporting staff in learning the new customer facing website.
- Success story: We were approached by a board member about filling an open position at their front desk. WSCB referred a veteran job seeker customer who was successfully hired on. We received feedback that the new hire “is a hard worker and is doing great work.”



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Business Solutions:

- During the month of February, our Business Solutions Team (BST) worked with multiple local businesses to refer qualified candidates and provide work based learning opportunities.
- The team met with our ESD and DVR partners to discuss what they are hearing/seeing from our community about immigration, rights, and resources as it relates to businesses and employees.
- Success Story: Due to positive outcomes in our partnership, Officer Espinoza and the Two Rivers Correctional Institution Team have been hosting a monthly Meet the Employer event at WSCB, followed by a facility tour of TRCI the same week. The TRCI team has also been assisting job seekers in the application and hiring process onsite at WSCB.
- February Event Outcomes –
 - 2/5: Two Rivers Correctional Institute (TRCI) Meet & Greet – 4 attendees
 - 2/12: Veteran Resume Workshop – 7 registered; 9 attended
 - 2/27: Agriculture Sector Workshop *hosted at Goodwill Pasco* – 4 attended
- Upcoming Events –
 - 3/5 from 9am-12pm: Two Rivers Correctional Institute (TRCI) Meet & Greet
 - 3/8 from 11am-2pm: Two Rivers Correctional Institute (TRCI) Meet & Greet *at TRCI Umatilla*
 - 3/12 from 2-4pm: Veteran Resume Workshop
 - 3/25 from 2-4:30pm: Veteran and Military Spouse Meet the Employer Event *with mock interviews*
 - 3/27 from 10-11:30am: Agriculture Sector Workshop *hosted at Goodwill Pasco*
 - 4/3 from 10am-2pm: Spring Career Fair at CBC *in partnership with WSCB & WSU*

Connection Sites:

- Grace Collective –
 - During the month of February, the connection site computer was accessed 8 times and used for English language learning, job applications, and learning about education opportunities.
 - There were several significant developments at Grace Collective:
 - Four new participants are being actively trained, equipping them with essential life and job skills while ensuring they effectively utilize the Connection Site computer for their online needs.
 - Additionally, more time has been dedicated to the Beauty and Home Goods program as they prepare to introduce new job training opportunities and products.
 - The Catering and Culinary program, alongside dedicated volunteers, is diligently working to launch the first Grace Café, which is expected to open in 2025. This exciting addition will provide further opportunities for skill development and community engagement.
- Benton City Mid-Columbia Library –
 - To date, the connection site computer has not been used. Signage indicating resources available was posted in February and we will continue promoting in the community. It is likely that community members are engaging in job search and training activities while on library computers, so we are working with Mid-Columbia Libraries to find a way to identify and track data to indicate this.

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- We are offering basic computer classes onsite twice a month, which began in January. Attendance continues to be low despite actively promoting the classes.
- Prosser Mid-Columbia Library –
 - This will be our third connection site; establishment is in process pending a required ADA related facility update.

Community & Partner Connections:

- 2/3: Connected with Tawni Quinton, Economic Empowerment Manager of World Relief Tri-Cities to learn about how policy changes are impacting their work with refugees, immigrants, and asylees. Due to these changes, World Relief will temporarily suspend employment and training workshops hosted onsite at WSCB. We will continue to connect and identify service delivery needs to support community members through this transition.
- 2/7: Connected with Stacey Baker, Manager of Mid-Columbia Libraries' Benton City Branch to check in on the connection site and share service updates.
- 2/11: Attended an industry lunch and tour cohosted by Tri Tech and the Tri-Cities Regional Chamber. This was an opportunity to connect with local business regarding industry trends, share information about WorkSource services, and learn about the career pathway trainings they are offering.
- 2/12: Met with members of the hospitality sector, the Washington State Labor Council, Kinetic West, and workforce development to discuss current initiatives that will support the Department of Labor (DOL) [Hospitality Sector grant](#) which was recently awarded to our local area. The goal of this grant is to develop a comprehensive Strategic Plan aimed at creating clear, accessible, and effective Hospitality Pathways. These pathways will help workers in our area build the skills necessary to advance in their careers and increase their earning potential.
- 2/12: Met with Stephanie Mora-Elizalde, Lead Bilingual Outreach Specialist with the Working Families Tax Credit Division of the Washington State Department of Revenue to plan an application event at WSCB. This event will help educate individuals on the Working Families Tax Credit and provides them with free application assistance. Community members can apply for the credit for the past 3 calendar years and get up to a \$3000 refund.
- 2/12: Met with Michelle Hyrcak Nassif, Director of Cougar Tracks with WSU, to exchange updates and discuss ways to deepen our partnership, including inviting her to participate in the hospitality grant efforts.
- 2/18: Hosted a WSCB tour and introductions for David Schweiger, new Director of the Hospitality Center of Excellence with CBC.
- 2/19: Met with Sara Schwan, Associate Director of Advocacy & Development, and Jessie Tomren, Public Services Director of Mid-Columbia Libraries to discuss our partnership, resources available, and potential ways to connect employment and training related data at library based connection sites.
- 2/20: Met with Michael Del Haro, Mission Services Manager of the Pasco Goodwill Employment Connection Center to gain a deeper understanding of the services each of us provides, how they complement each other, and how that can benefit our community members through more effective referrals. Also discussed how to better serve local business through partnership, as well as staff training opportunities around Artificial Intelligence (AI) that will support us as we

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serve and teach customers about this new technology. Our shared goal is to support more businesses and job seekers with mid and career level employment.

- 2/27: Met with Anthony Peterson, CEO, and Israel Delamora, Program Manager Education & Career Services, to discuss ways we can deepen our partnership to increase our impact for local business and job seekers.
- Outreach with Stephens Media Group (SMG) –
 - February trends and accomplishments include:
 - 8,628 impressions – This is the number of views our online content received, which was down 2,731 points from January.
 - 992 post engagements, which indicates if a post was read/seen (based on time spent). This was 86 less engagements than the previous month but is considered balanced.
 - 478 leads – which is the number of interactions from people who are interested in our business. This was a decrease of 76 leads, which is also considered balanced.
 - The top 5 search terms on Google which led customers to WSCB included “job search,” “employment services,” “career resources,” “job search assistance,” and “government jobs.” Some of these terms have been targeted through terminology used on our social media posts, while others are organic.
 - The WSCB Facebook page now has 78 followers, up from 65 in January. We continue to build on previous efforts and will be adding success story highlights in March.
 - There continues to be a need for ongoing monitoring to verify that online site information is maintained and corrected due to online confusion between WSCB and the BFWDC. This work is imperative to ensure good standing with Google so they will continue to promote our information.

Staff Training & Development:

Training/Development Attended:

- 2/5 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 2/19 – All Staff Training Session: Quarterly Labor Market Information Update with Ajsa Suljic, Labor Market Economist

Upcoming Training/All Staff Meetings:

- 3/5 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 3/19 – All Staff Training Session: Title 3 Service Provider Resources (ESD)

Facilities:

- 2/14: Quarterly pest maintenance completed by Pointe Pest Control
- 2/24: Fire extinguisher inspection completed by TETCO

Respectfully submitted by C. Bright on 3/13/2025

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WorkSource Operator Report

Benton Franklin Workforce Consortium

March 2025

March Highlights:

- WSCB in collaboration with community partners, hosted a Resource Fair at Coyote Ridge Corrections Center. The event was a huge success, with all vendor tables filled and over 300 attendees at the morning session alone. We are awaiting final numbers and anticipate planning a career fair for the many businesses who expressed a desire to connect with potential candidates.
- WSCB welcomed a new leader: ESD Administrator, Lisa Mathias. Lisa is also the Administrator at WorkSource Walla Walla. She brings a wealth of knowledge and a passion for serving community and team.

WorkSource Site Operations:

Customer Counts 3/1-3/31	2025		2024	
Total Staff Assisted Seekers	633		758	
Total Staff Assisted Services	1673		1943	
Unique Number of Businesses Served	60		77	
Staff Provided Business Services	92		133	
	Services Provided	Businesses Served	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	2	2	7	7
Employee Training Assessment, referral, enrollment, etc.	6	3	12	7
Other Employer outreach visit, marketing business services, etc.	45	37	56	42
Recruitment Hiring events, referrals, etc.	42	28	58	34
Wage & Occupation Information Labor Market Info, etc.	0	0	0	0

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office & Business Services: ETO Staff Provided Business Services (4/10/2025).

March 2025 Customer Feedback:

- 49 customer satisfaction survey/interview responses were received.
 - Of the customers who responded, 84% will refer family and friends when needed.
Note: Of the five customers who indicated that they will not refer family and friends, all provided positive feedback except one.
- Customer Feedback – *What we did well:*

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- “My experience with Ashley has been amazing. She is so supportive and helpful to all of my job needs. She is a great resource for all of it.”
- “Lori (was) extremely helpful with lots of encouragement and with drafting my new resume.”
- “One standout experience was how they provided tangible support, such as a week's worth of professional clothing, which made me feel prepared and confident as I transitioned into my new role. Their ability to connect me with community programs and funding opportunities also allowed me to explore further career aspirations, like commercial driving. I truly appreciate the level of care and detail they put into ensuring that dislocated workers like myself are well-informed and empowered to move forward successfully.”
- Customer Feedback – *What we can do better:*
 - “I think that more financial resources would be nice.”
 - “I would recommend two employees running the course at all times...”

Service Delivery

Career Services:

- Overall, in March we saw an increase in the number of customers accessing basic career services at WSCB. Over the course of the month, the Front End Services (FES) Team:
 - Provided a total of 1198 services, which includes:
 - Provision of 599 staff assisted services and access to 396 customers seeking self-service in the Resource room. The team also hosted a total of 35 one on one appointments with a show rate of 66%.
 - Facilitation of group services for a total of 168 attendees, to include Meet & Greet, Job Search and Applications, and Resume. This is a 10% decrease in workshop attendees compared to January (187 attendees).
 - Handled 347 “general inquiry/option 7” calls: 306 in English and 41 in Spanish.
- We wrapped up a five-week financial literacy workshop series in partnership with HAPO. We will offer more classes in April and May, adjusting our times and topics to attract more attendees.
- Update on the Paid Family Medical Leave (PFML) Pilot: We continue to have a Leave & Care staff onsite once a week. Appointments are well attended and customers are appreciative of the one on one, in person assistance.
- Further research to identify why year over year job seeker customer traffic was lower during this year’s traditional “peak season” has confirmed the following factors as having impact:
 - Immigration related policy changes resulting in fear to engage with government affiliated businesses
 - Local observation of [“A Day Without Immigrants”](#) in response to policy changes
 - Piloting a new Reemployment Services and Eligibility Assessment (RESEA) model at WSCB, which moves from a production focus to coaching/case management. Rather than scheduling over 600 appointments monthly during peak season, the goal is to provide more in depth services during just over 200 appointments per month.
 - Seasonal employment impacts of a temperate winter (predominantly Agriculture, Construction) allowing individuals to return to work



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- Media messaging around federal and state budget cuts leading to the perception that resource are not available, so customers are not reaching out.
- LinkedIn Learning – Our team continues offering online learning to customers who are interested and can benefit. Access has been extended to community partners, board members and their teams, local businesses, and newly established connection sites with active assistance to sign up, assign licenses, and research desired content.

Dates	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
7/1/24 – 3/31/2025	38*	187	333	56	1574	1276

*This includes staff and customers who have been offered access. Some may not have activated their license or no longer have access.

- Success story, shared as a mention on Facebook:
“🌟 Big shoutout to [WorkSource Columbia Basin](#)! 🌟 I wanted to take a moment to share an incredible resource that has made such a huge difference for me. Through their amazing program, I was not only connected with tools to help me prepare for my new career, but they also purchased a whole week's worth of clothes to ensure I could step into this next chapter confidently and comfortably. If you're job searching or preparing for your next opportunity, I highly recommend checking out WorkSource. They truly go above and beyond to support people on their professional journey. Feeling incredibly grateful for this community and all the support I've received. 💙 Extra shout out to Thelma J. for making things so easy.”

Business Solutions:

- In response to increasing layoff trends locally, the Business Solutions team will implement monthly layoff support sessions starting in April. The sessions will introduce attendees to resources available to them, including Unemployment Insurance benefits, healthcare, training and education opportunities, and accessing career guidance, job search assistance, and other job readiness services.
- The team continues to offer Job Club weekly for Lamb Weston employees who were impacted by the Connell facility closure. Sessions are focused on job search basics and connecting with the Peer Outreach Worker.
- March Event Outcomes –
 - 3/5: Two Rivers Correctional Institute (TRCI) Meet & Greet – 5 attendees
 - 3/11-3/12: WISHA 10 Training *hosted at Washington Fruit* – 25 registered and completed the course
 - 3/12: Veteran Resume Workshop – 2 attended
 - 3/13: Business After Hours *at Jacob and Rhodes* – networked with 5 employers
 - 3/19: 2025 River's Edge Extravaganza College & Career Fair – participated in a mentor lunch and spoke with college and trade programs that attended
 - 3/25: Veteran and Military Spouse Meet the Employer Event *with mock interviews* – 4 registered; 11 attended
 - 3/27: Agriculture Sector Workshop *hosted at Goodwill Pasco* – 4 attended
- Upcoming Events –
 - 4/3 from 10am-2pm: Spring Career Fair at CBC *in partnership with WSCB & WSU*

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- 4/9 from 2-4pm: Veteran Resume Workshop
- 4/10 from 4-6pm: Business After Hours *at Ciel Senior Living of Tri Cities*
- 4/15 from 2-7pm: Working Families Tax Credit Assistance
- 4/15 from 3-4:30pm: Ask the Experts – Unlocking Employee Engagement *hosted by the Tri-Cities Regional Chamber of Commerce*
- 4/30 from 1-3pm: Tri-Cities School District Transportation Showcase

Connection Sites:

- Grace Collective –
 - During the month of March, the connection site computer was accessed 8 times for English language learning, job applications, and online learning. Two participants are actively utilizing the WorkSource Connection Site, attending three days a week for one hour at a time to learn English through Rosetta Stone as part of their personal and professional development.
 - Additionally:
 - Two of their dedicated staff members enrolled in Spokane Community College for Spring quarter, furthering their education and growth.
 - They welcomed two new women into their training program, continuing their mission to empower and uplift.
- Benton City Mid-Columbia Library –
 - During the month of March, one customer came into the branch and requested to use the connection site computer for employment related needs.
- Prosser Mid-Columbia Library –
 - This will be our third connection site; establishment is in process pending a required ADA related facility update.

Community & Partner Connections:

- 3/4: Met with Goodwill partners Heather Peterson, Michael Del Haro, and Sonee Kulaga to discuss deepening our partnership to provide more holistic business and job seeker services through collaborative activities.
- 3/17: Virtual meeting with John Glynn, Strategic Initiatives Manager with the Washington Workforce Association to discuss implementation of a statewide Peer to Peer One Stop Operator group.
- 3/21: Connected with Satara from Grace Collective to exchange updates about current initiatives and successes, as well as gather information about the connection site.
- 3/25-3/31: WSCB celebrated National Farmworker Awareness Week by participating in the [Annual National Long Sleeve Shirt Drive](#) hosted by the Association of Farmworker Opportunity Programs (AFOP).
- 3/26: Collaboration call between WSU, BFWDC, and WSCB to discuss the Hospitality Grant and ways we might partner.
- 3/26: Call with Joyce Newsom of People for People to share updates and resources.
- 3/27: Met with community partners onsite at the Pasco Community Action Connection (CAC), OIC of Washington, and the Kennewick Domestic Violence Services (DVS) to learn more about their services and pick up materials for distribution at WSCB.

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- 3/31-4/2: Attended the National Association of Workforce Boards Conference in Washington DC. This was an opportunity to zoom out and learn about nationwide initiatives, network with state peers, and meet new colleagues from across the nation. Sessions that stood out focused on engaging younger generations in the workforce based upon their lifestyle (vs. career) goals,
- Outreach with Stephens Media Group (SMG) –
 - March trends and accomplishments include:
 - 8,158 impressions – This is the number of views our online content received, which was down 1,295 points from February.
Note: February reporting reflected a month over month decrease of 2,731 points, due to a delay in data reporting. Impressions for February were balanced, at 9,294, rather than the 8,628 initially reported. The decrease reported for March is likely for the same reason and will be updated within the next WSO report.
 - 1,038 post engagements, which indicates if a post was read/seen (based on time spent). This is consistent with the previous month.
 - 369 leads – which is the number of interactions from people who are interested in our business. This was a decrease of 109 leads.
 - The top 5 search terms on Google which led customers to WSCB included “job search,” “employment services,” “career resources,” “job search assistance,” and “government jobs.” Some of these terms have been targeted through terminology used on our social media posts, while others are organic.
 - The WSCB Facebook page now has 87 followers, up from 78 in February.
 - There continues to be a need for ongoing monitoring to verify that online site information is maintained and corrected due to online confusion between WSCB and the BFWDC. This work is imperative to ensure good standing with Google so they will continue to promote our information.

Staff Training & Development:

Training/Development Attended:

- 3/5 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 3/19 – All Staff Training Session: Title 3 Service Provider Resources (ESD)

Upcoming Training/All Staff Meetings:

- 4/2 – All Staff Meeting: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 4/16 – All Staff Training Session: Title 4 Service Provider Resources (DSB, DVR)

Facilities:

- 3/3: Fire alarm inspection follow up with repairs and testing by Guardian
- 3/19: Fire extinguisher inspections completed by Performance Systems Integration
- 3/19-20: Five HVAC units replaced by Jacob & Rhodes

Respectfully submitted by C. Bright on 4/10/2025

March 2025

PY24 Adult Program Performance Summary

Cumulative July 1st, 2024-June 30, 2025

Program Expenditures	PY22		PY23		PY24		
	YTD Spent	Budget and % Expended	YTD Spent	Budget and % Expended	YTD Spent	Program Budget	Percent Expended
As of March 31, 2025	\$481,938	\$568,307 85%	\$408,753	\$489,122 84%	\$488,971	\$733,247	67%
Enrollments	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Total Served	215	136	156	112	193	160	200
Exits	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Total Employed Exits	65	60	56	62	52	70	100
Placement Rate	69.15%	85%	70%	85%	72.22%		85%
Median Wage	\$20.25	\$18.00	\$18.45	\$18.50	\$21.00		\$19.31
Training Services	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Receiving Individual Training Account (ITA)	31	28	46	16	55 (14 in progress)	29	40
Completed ITA			27		26		
Credentials Earned			22		15		
On-the-Job Training (OJT)	0	0	0	0	0	0	2

Active Case Load: 120

Success Story:

Victor, age 26, was unemployed and low income when he enrolled in the Adult program in July 2024. His main barrier was financial, as he was not working and needed program support to achieve self-sufficiency in his goal occupation. Victor wanted to pursue his career as a CDL Driver- he has a Class B CDL and was wanting to get his Class A and HazMat endorsement to make him more employable in the field. To help him with his career goals, staff worked on a participant plan to determine what his current needs/goals were and how he could achieve his goals through training and resources. He received basic assessments that helped evaluate his current skillset, employment history, and training needs. In addition to those services, Victor also sought financial resources, and he was assisted with a portion of his rent while in program as he continued his job search. Customer had been approved for Commercial Driver's License (CDL) Class A Training, but after discussing his barriers and the next steps with staff, he decided not to move forward as he wanted to get full-time employment that would not



allow him enough time for training. Victor completed the Hazmat Training portion on 10/31/24 to make him more employable in this same field and with this endorsement he was able to obtain full-time unsubsidized employment recently, working 40 hours a week and earning \$25 at Crown Utilities. Victor is elated with this employment and is grateful for the program's support.

Strategic Partnerships:

Staff are in-person at Columbia Basin Community College in Pasco on a weekly basis for outreach efforts that were established through a strong partnership. The intent of this is to provide easier accessibility for students finishing their degrees who would like to get right into the workforce or those interested in short-term training opportunities. Staff has been able to provide program information to students who inquire about what services WorkSource can offer. This outreach effort has also resulted in program enrollments with various case managers.

Lastly, staff had the opportunity to collaborate with a new training provider, Legacy Barber Shop, owned by Jay Alvarez. As a family-owned business, Jay has shared his passion for the trade while providing customers with educational opportunities to pursue careers in barbering. This new eligible training provider is particularly valuable for monolingual customers, as the owner offers support in both English and Spanish, ensuring greater accessibility to training and professional development. By working together, there are now additional opportunities for individuals seeking to enter the industry while fostering an inclusive learning environment.

Challenges:

Challenges experienced in quarter three relate to a consistent influx of training requests from low-income and underemployed customers. WIOA staff receive an average of 40 referrals per week from WSCB Meet & Greets and directly through community partners. Most clients referred to the Adult program want training like CDL, Cosmetology, and Barber. Staff have mitigated the influx of referrals and training requests by requesting that customers complete a training research packet prior to enrollment and referring to other programs like the Opportunities Industrialization Center (OIC) or Basic Food Education and Training (BFET). With the program year close to completing, funds are also lessening, and staff are unable to pay for a majority of training tuitions costs. With this in mind, staff are allocating funds as appropriate and relying on partners to provide further assistance. The team has significantly exceeded its annual target placements into training for the Adult program. This demonstrates a commitment to serving as many customers as possible and stretching funds to meet the community needs.

Best Practices:

In quarter three, case managers and leadership assembled for a Group File Review that was focused on reviewing each customer file together in a shared space in preparation for monitoring. The group file review meeting was a productive opportunity for staff to evaluate their service delivery and ensure alignment with policy guidelines. The review helped staff organize their caseloads, confirm service accuracy, and ensure all program requirements were met in a timely manner.

March 2025

PY24 Dislocated Worker Program Performance

Cumulative July 1st, 2024-June 30, 2025

Program Expenditures	PY22		PY23		PY24		
	YTD Spent	Budget and % Expend	YTD Spent	Budget and % Expend	YTD Spent	Budget	Percent Expended
As of March 31, 2025	\$581,910	\$759,763 77%	\$479,520	\$658,310 73%	\$406,731	\$664,780	61%
Enrollments	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Total Served	134	143	122	116	126	117	145
Exits	Actual Outcomes	Monthly Goal	Actual Outcomes	Monthly Goal	Actual Outcomes	Quarterly Goal	Annual Goal
Total Employed Exits	47	85	55	56	44	50	75
Placement Rate	82.46%	85%	73%	85%	80.00%		85%
Median Wage	\$22.50	\$22.00	\$23.00	\$22.62	\$22.62		\$23.62
Training Services	Actual Outcomes	Monthly Goal	Actual Outcomes	Monthly Goal	Actual Outcomes	Quarterly Goal	Annual Goal
Receiving Individual Training Account (ITA)	22	29	34	17	34	21	27
Completed ITA			15	17	15		
Credentials Earned			8		11		
On-the-Job Training (OJT)	0	2	0	0	0	0	2
Entrepreneurial Training	0	0	0	0	0	0	2

Success Story: Gloria (53) entered the Dislocated Worker program in December 2024. Gloria was out of the workforce due to Lamb Weston's plant closure in Connell, WA. She worked there for over 10 years. Although she lacked additional work history, she was determined to re-enter the workforce and find suitable and long-term employment. She wanted to re-enter the workforce and work towards self-sufficiency by obtaining full-time employment and earning higher than minimum wage. Staff worked with Gloria to develop a participant plan at the time of enrollment that helped her learn how to enhance her skills, knowledge, and abilities through basic assessments to help her achieve her occupational goal. Staff also worked with Gloria on describing her employment history and discover training needs as she progressed with her goals. In addition to these services, she also received a laptop to help her remain focused on job search from any location and job ready. With ongoing support from staff and customer's eagerness, Gloria secured a full-time job opportunity working for Simplot in Othello in the sanitation department, which closely aligns with her previous occupation at Lamb Weston. Gloria is currently full-time employed, earning \$19.95 hourly and working 35-40 hours a week with potential for overtime. Gloria's determination played a large role in her success and staff from the Dislocated Worker was happy to guide her to this outcome.

Business Solutions Team Highlights:

The Business Solutions team continues to host events and workshops to meet customer need/demand. The team met with several new employers to discuss services, WEX opportunities, and ways CRF could assist. To name a few: JoJo's Freeze Dried Goods, Pie Sharks, Aub's Lounge, A Spoken Place, Rockwood Homes, Legacy Barber, Guadalajara Style and Foster Thrift. The team will focus on building relationships with these businesses as it makes the community stronger when smaller businesses flourish. Additionally, team members have continued to work with employers that have established roots within the community, such as Darigold, Mid-Columbia Library, Affordable at Home Care, Honey Baked Ham Company, and Costco.

Several events were attended and workshops were hosted including the agriculture workshop in collaboration with Goodwill, a transportation workshop in January, small business workshop, Business After Hours, veteran resume workshop, and a weekly job club for Lamb Weston workers that were impacted by the Connell closure where they are offered support for resumes, job search, applications, and leads.

Outreach:

There has been a focus on Dislocated Workers through the Rapid Response efforts made in the area in recent months. JoAnn Fabrics announced the closure of over 800 stores across 49 states after filing for bankruptcy, which includes the Kennewick location. The Rapid Response team visited the Kennewick store to introduce themselves to local management and collaborate on an event to inform employees about WorkSource and community resources.

During the first week of April 2025, the Rapid Response team successfully held a small, informal on-site event at the Kennewick location. In collaboration with several WorkSource partners, they provided informational packets containing resources such as unemployment application guides, health insurance details, worker retraining options, and information on the WIOA Dislocated Worker program. Ultimately, the Rapid Response event allowed the team to connect with impacted workers, refer them to the WorkSource team for further support, and provide access to services available at the WorkSource center.

Given the anticipated increase in layoffs affecting many working individuals, the team piloted Layoff Information Sessions in collaboration with partners at WorkSource. This pilot was designed with the intention to serve workers that have been impacted by federal layoffs as traditional Rapid Response efforts are typically not a good fit for federal employers. These virtual sessions will take place on the first Friday of every month for the next three months, starting in April 2025. Flyers were made to spread the word and distributed across social media platforms. The primary goal of these sessions is to offer accessible resources and guidance to individuals affected by job loss. The focus is on alleviating stress while highlighting valuable, free resources available to participants. Topics covered during the sessions include filing for unemployment benefits, addressing healthcare concerns, enhancing job skills through training and educational programs, and utilizing career guidance and job search assistance. While we hope to engage those impacted by federal layoffs, anyone experiencing a layoff can attend.



**Strategic Partnerships:**

Staff continue to attend Workforce Education Committee (WEC) meetings. These meetings are held twice a week and are essential for ensuring that resources are allocated efficiently and effectively to those in need. An important role is played during these meetings to ensure that CBC students requesting aid are appropriately screened for WIOA programs. This involves a detailed examination of each case to determine eligibility and suitability for the services offered. Appropriate referrals are made to connect individuals with WIOA programs, facilitating access to the necessary support.

Best Practices:

WIOA staff engage with partners via monthly Benton-Franklin Local Planning Area Meetings (BF-LPA). Partners that also attend these meetings include Columbia Basin College, Goodwill Industries, DSHS, and DVR. The LPA meetings have benefits WIOA staff as they have been able to directly connect with community partners like 211 and learn about upcoming events, programs, or available support for program participants. The BF LPA meetings underwent some changes based on community feedback. LPA meetings were rescheduled to the first Tuesday of every month.



March 2025

State and Federal EcSA Program Performance Summary (Cumulative from July 2024 - June 2025)							
Program Expenditures	PY22		PY23		PY24		
	YTD Spent	Budget and % Expended	YTD Spent	Budget and % Expended	Program Budget	YTD Spent	Percent Expended
Federal EcSA	\$185,270	\$298,753 62%	\$424,672	\$468,773 91%	\$111,301	\$79,438	71%
State EcSA	\$319,437	\$371,204 86%	\$295,050	\$496,303 59%	\$515,909	\$354,406	69%
Eligible Participants Enrolled	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Program Goal
Federal EcSA – Below 200% FPL	159	140	191	176	28	26	30
State EcSA – Below 200% FPL	65	43	102	30	213	110	115
State EcSA – Above 200% FPL	N/A	N/A	9	10	12	8	12
Training Placements for employment at/above income self-sufficiency calculator goal	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Program Goal
Federal EcSA – Below 200% FPL	59	38	69	52	9	9	9
State EcSA – Below 200% FPL	29	20	23	8	14	4	5
State EcSA – Above 200% FPL	N/A	N/A	3	6	3	4	5
Exits at or above income self-sufficiency calculator goal	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Program Goal
Federal EcSA – Below 200% FPL	49	75	71	115	5	8	12
State EcSA – Below 200% FPL	27	27	9	16	19	15	20
State EcSA – Above 200% FPL	N/A	N/A	3	7	6	4	7

Success Stories:

Aleksandr, age 37, enrolled in the Adult (AD) and Federal EcSA programs in October 2024. He was underemployed and working as a delivery driver but was seeking to advance his career by obtaining full-time employment as a CDL truck driver. Although Aleksandr had transferable work experience, his primary barrier was the lack of required training and credentials to secure a CDL position. To address this, Aleksandr was co-enrolled in both programs, allowing him to access additional support and funding for his career goals. He received basic assessments that helped evaluate his current skillset, employment history, and training needs, which confirmed that CDL certification was the appropriate next step. He also received deskside job seeker assistance, including tailored one-on-one guidance on navigating the trucking industry, aligning his skills with job requirements, and updating his resume. Both the AD and Federal EcSA programs contributed funding toward Aleksandr's CDL training at T-Enterprises. He also received supportive services to help cover other employment-related needs during his time in training. Aleksandr successfully completed his training and earned his CDL certification on 3/11/2025. As a direct result, he was promoted from his previous role as a delivery driver at Beeline LLC to a CDL Driver

position, starting on 3/17/2025 at a wage of \$20.20 per hour.

Irma, age 27, came to the Adult (AD) and State EcSA programs in August 2024 after being long-term unemployed. She was determined to re-enter the workforce and had a strong interest in pursuing a career as a sales agent but lacked the required training and job experience. To support her goals, Irma was co-enrolled in both programs to leverage available funding for her job search and overcome employment barriers. She received basic assessments to evaluate her skills, education, and career interests, which helped her identify realistic employment goals and necessary next steps. She also received deskside job seeker assistance, which included one-on-one support with job search techniques, resume building, and interview preparation—tailored specifically to her needs. Additionally, Irma received supportive services, including assistance with bus passes, professional work clothing, and Community Reinvestment Funds incentives to help her meet her basic needs and remain focused and job-ready. With the help of these services, Irma actively searched for employment and secured a full-time position as a Customer Service Representative at Bellevue Healthcare starting on 10/1/2024, earning \$19.00 per hour. Follow-up services will continue for 12 months to monitor her employment progress and wage growth.

Business Solutions Highlights:

Two Business Navigators that are working under Community Reinvestment Fund (CRF) and State EcSa have shared priorities and goals, have attended different community events to provide information about services and the Business Solutions Team at WorkSource.

In Quarter Three (Q3), the team met with several new employers to discuss services, WEX opportunities, and ways CRF could assist. To name a few: JoJo's Freeze-Dried Goods, Pie Sharks, Aub's Lounge, A Spoken Place, Rockwood Homes, Legacy Barber, Guadalajara Style and Foster Thrift. The team will focus on building relationships with these businesses as it makes the community better when smaller businesses flourish. Additionally, team members have continued to work with employers that have established roots within the community, such as Darigold, Mid-Columbia Library, Affordable at Home Care, Honey Baked Ham Company, and Costco. Several events were attended and workshops were hosted in Q3- including the agriculture workshop in collaboration with Goodwill, a transportation workshop in January (and another planned for Q4), small business workshop, Business After Hours, veteran resume workshop, and a weekly job club for Lamb Weston workers that were impacted by the Connell closure where they are offered support for resumes, job search, applications, and leads.

Challenges:

This quarter the Business Solutions Team saw a steady rise in businesses facing layoffs, reduction in workforce, and even total closure. However, the team discovered that many businesses were unwilling or unable to engage in Rapid Response activities offered by the Business Solutions Team. Several effected businesses, including Senske and Simplot, were found to be rather opposed to receiving transitional services for their employees, and the acquisition of contact information for impacted staff was denied. REI, Advance Auto, Party City, Joann Fabrics, and TEAM were also affected by either reduction of staff or closure of facilities. Despite continued efforts for outreach made by members of the Business Solutions Team, TEAM and JoAnn Fabrics were the only employers who worked to positively engage in Rapid Response transitional support services for their impacted employees. Continued support of the Lamb Weston dislocated employees remained a focal point throughout the quarter as Business Solutions Team members collaborate to connect willing job seekers with employment opportunities and retraining within their respective sectors of industry.

more! Staff attended the last day of class to celebrate their accomplishments and provide information on next steps and additional resources that are available to them.



The last day of class radiated a strong sense of community, marked by cheerful faces, heartfelt gratitude, and a deep sense of pride. Attendees celebrated not only the accomplishment of completing the course but also the meaningful milestones of launching or expanding their small businesses. For Hispanic business owners, the adage "it takes a village" was beautifully exemplified, as families—including children, spouses, parents—actively joined in, united by a shared commitment to personal and professional growth.

Our staff thoroughly explained the next steps in the process and emphasized the importance of completing them promptly, allowing participants to access their \$2,000 micro-grants. He also shared in-depth insights into the additional resources available to small business owners within Benton-Franklin counties. While there were some concerns about the political climate, participants remained highly interested in the CRF program. Many have already taken initiative by reaching out to schedule appointments, demonstrating their eagerness to learn more about enrollment and explore the wide range of resources available to support their thriving small business community.

The second cohort offered in English will begin on April 21st.

Business Services Update:

Meet Saul Martinez. Celebrating a love for art and supporting his own vibrant cultural heritage power, the beating of Saul's heart. Saul is a part-time substitute teacher in the Pasco School District teaching various mediums of art to youth in his very own community. Inspired by his students' love of art, paired with a desire to spread his own personal passion for artistic expression, Saul created a community gathering place akin to a public art museum for coffee lovers in Pasco called Café Con Arte.

It is easy to see the running themes of heart, passion, love, and compassion woven into the tapestry that is Saul's artistic oasis. Café Con Arte is a hub for creativity, expression, and collaborative communities. Located directly across the street from the Pasco Outdoor Farmer's Market - reimagined in Saul's sight; the café now acts as a showcase for local artists, rotating the aesthetics both inside and outside with paintings, sculptures, and other mediums highlighting these artists' works, and offering their efforts for purchase. Further illustrating his desire to foster artistic exploration, within the café, two French doors lead to a small room where Saul has created a classroom to host art lessons for local children, completely free of charge. Dedication to his community is truly at the heart of Café Con Arte and Saul's mission of giving back. In an

area thirsting for cultural and creative outlets, Saul's café had provided the space for promotion of personal expression, and an amazing cup of coffee exquisitely curated and crafted as the art on the walls.

The Community Reinvestment Fund has awarded Saul with a micro grant that will allow for further expansion of services within his café, as he has begun selling food items, taking on new staff, providing training opportunities for inexperienced job seekers, and offering open mic nights to local poets and musicians to further support the arts in the community of Pasco.





March 2025



March 2025

QUEST Summary					
Cumulative Dec. 1st, 2022-September 30, 2025					
Program Expenditures	PY23		PY24		
	YTD Spent	Budget and % Expended	YTD Spent	Program Budget	Percent Expended
As of March 31, 2025	\$192,012	\$546,036 35%	\$482,721	\$546,036	88%
Enrollments	PY23 Actual Outcomes	PY23 Monthly Goal	Actual Outcomes	Monthly Goal	Annual Goal
Total Planned Participants	88	32	113	104	103
Services	PY23 Actual Outcomes	PY23 Monthly Goal	Actual Outcomes	Monthly Goal	Annual Goal
Receiving Career Services	88	32	113	111	103
Receiving Individual Training Accounts (ITA)	48	22	60	58	53
Completing ITA	34	10	41	32	37
Receiving Supportive Services	19	7	32	27	27
Exits	PY23 Actual Outcomes	PY23 Monthly Goal	Actual Outcomes	Monthly Goal	Annual Goal
Total Employed Exits	50	23	71	70	60
Success Story: Becky, 44, enrolled in the Quest program on July 7, 2024, determined to overcome long-term unemployment. Her goal was to secure unsubsidized employment and regain her independence. With unwavering commitment, Becky engaged in GED classes at Columbia Basin College while seeking employment assistance. Our dedicated staff played a pivotal role in her success by crafting a tailored Individual Employment Plan, providing valuable labor market insights, and conducting a comprehensive assessment to identify her skills and needs for training. Recognizing that financial barriers were a significant hurdle, the program offered critical support for transportation and professional clothing, ensuring Becky could attend interviews with confidence. Today, Becky's hard work and determination have paid off. She is now fully employed as a customer service associate at Fred Meyer, earning \$18.86 per hour. Becky's success story highlights the important role our staff played in helping her achieve her goals. Their support, resources, and dedication were instrumental in Becky's journey to stable employment and self-sufficiency.					
Spending Strategy:					

As the program year is getting nearer to June, staff is focused on spending down the remaining funds in order to address customer need and demand. Staff have focused on co-enrolling Dislocated Worker customers into Quest in an effort to utilize these funds on trainings and support services.

Service Strategy:

Staff continue to enroll eligible customers into the Quest program. These customers are typically seeking training assistance, which includes IT/Computer, CDL, Forklift, and Cosmetology. To help with leveraging training and support service funds, staff have continued to co-enroll customers in Quest and other applicable programs (e.g., AD, DW, EcSA). Ensuring customers meet their employment needs and addressing financial barriers has proven to be a successful way to meet deliverables.

Business Service Strategy:

Staff have worked directly with new businesses, such as Legacy Barber, to help meet the training needs of customers that enroll. Continued partnerships have played a vital role in getting customers connected to training.

The Business Solutions team implemented industry specific workshops in PY23 with a focus on connecting customers and potential employers in the community. Several CDL/transportation workshops have since been held- most recently in January 2025. These continue to be successful and beneficial for attendees. Due to the ongoing success, the Business Navigator is hosting another workshop in April 2025 to meet the interest in this high-demand occupation and training. Additionally, staff continue hosting regular agriculture workshops in collaboration with Goodwill. These workshops seek to connect customers in the agriculture field with resources and services. Workshops have proven to be informative and a great way to connect with the community.



March 2025

PY24 Out of School Youth (OSY) Program Performance Summary
(Cumulative) (Total Contract Amount \$691,315)

Program Expenditures	PY22		PY23		PY24		
	YTD Spent	Budget and % Expended	YTD Spent	Budget and % Expended	YTD Spent	Program Budget	Percent Expended
As of March 31, 2025	\$479,398	\$699,254 69%	\$435,522	\$645,762 67%	\$440,565	\$691,315	64%
Enrollments	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Total Enrollments	188	170	182	150	195	157	188
Exits	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Total Employed Exits	69	7	66	60	59	54	90
Total Post-Secondary Exits	6	3	5	13	16	4	6
Total Entered Advanced Training Exits	0	N/A	0	N/A	0	0	N/A
Total Registered Apprenticeship Exits	0	N/A	0	N/A	0	N/A	N/A
Placement Rate	77.53%	85%	76.34%	85%	77.32%	85%	85%
Median Wage	\$15.88	\$16.00	\$17.00	\$16.45	\$17.25		\$17.17
Training Services	PY22 Actual Outcomes	PY22 Monthly Goal	PY23 Actual Outcomes	PY23 Monthly Goal	PY24 Actual Outcomes	PY24 Quarterly Goal	PY24 Annual Goal
Receiving Individual Training Account (ITA)	23	15	13	13	14	13	20
Completed ITA			10	N/A	9		N/A
ITA Credentials Earned	10	N/A	10	N/A	4		
On-the-Job Training (OJT)	2	3	1	1	1		2
Work Experience (WEX)	19	2	17	21	34	16	32
Pre-Apprenticeships	0	N/A	0	N/A	0		
Dropout Recovery Services							
General Equivalency Diploma	18	18	17	17	10 (48 in progress)	19	28

Success Story:

Rowan is a 19-year-old high school dropout who needed his GED, work readiness, and employment services. Rowan was enrolled in Out of School Youth, State Economic Security for All, and Open Doors programs, and obtained his GED in November of 2024. Rowan came into programs very shy and lacking in social and work readiness skills. Rowan completed the Dignified Work workshop series where he learned valuable life building and work readiness skills, which helped build his confidence and sociability. Through career exploration with his case manager, it was identified that Rowan is interested in the radio broadcasting and voice acting industry. Rowan successfully completed a Paid Internship at Stevens Media Group (SMG), a radio broadcasting company, where he learned content creation, radio broadcasting, and voice acting skills. Feedback from the management and support staff at Stevens Media Group was exemplary. Rowan was able to effectively learn new skills, work alongside the SMG team, take initiative, research and create content, and excel in his industry of interest. As the SMG group stated, “Rowan is a natural and a rock star”. Through this experience, Rowan has grown both personally and professionally, which has given him the confidence to take on new challenges in all aspects of his life. Rowan was also able to receive Community Reinvestment Fund incentives through the State EcSA program, which helped mitigate monthly income and enabled him to save up for a car. Rowan is now enrolled in drivers’ education, so he can learn yet another valuable skill, and gain his driver’s license. Rowan would like to continue his pursuit in the radio and voice acting industry and is considering post-secondary schooling and employment options.



WEX Development:

Sites with Youth in WEXs:

- Craftsman Cabinets and Flooring about Business Solutions Services, Steven’s Media Group, Housing Resource Center, Yokes Groceries, Pie Sharks, SARC, Mariposa Boutique Thrift Store

New Sites:

- Foster Thrift, Mid-Columbia Libraries, Picante Mexican Taqueria, JoJo’s Freeze-Dried Goods, Kennewick Housing Authority, Grumpy Monkey Cookie Co.

Workshops/Job Clubs:

TC Futures continues to grow the Dignified Work program by expanding the workshop series to the Juvenile Justice Center, a ten-week cohort, with nine day-reporting youth. Dignified Work saw a January/February, seven-week cohort of nine youth, and a March/April six week cohort of 11 youth.

Challenges:

Staff are seeing an increase in homeless youth combined with a lack of housing resources for youth in our community. Housing funding in Benton Franklin continues to be elusive, causing youth to “couch surf”, live in their cars, or are having to move to other cities or states to seek family refuge.



Staff are working with a lot of youth that have backgrounds or are court involved. Staff spoke with Civil Survival, a non-profit which helps youth and adults throughout our state with backgrounds and advocacy. Some of their legal services include getting background checks for people, helping people vacate drug convictions and helping people seal or vacate Juvenile offenses.



Staff have seen a significant increase in caseloads across both Out of School Youth and Open Doors programs, which has caused an increase of youth coming to the center daily to meet with their case manager, study for the GED, attend tutoring seminars, and attend workshops such as Dignified Work. Staff have formed a committee to strategize better usage of space at TC Futures to ensure maximization of work and study space.

Best Practices:

In quarter three, staff assembled for a Group File Review that was focused on reviewing each customer file together in a shared space in preparation for monitoring. The group file review meeting was a productive opportunity for staff to evaluate their service delivery and ensure alignment with policy guidelines. Emphasis was placed on maintaining regular contact with clients—specifically, making at least one contact attempt every 30 days. If a contact was not made, staff were reminded to document the reason in case notes. The review helped staff organize their caseloads, confirm service accuracy, and ensure all program requirements were being met in a timely manner.

Staff collaborated with Thrive Consulting to better serve our clients by doing a deep dive as a team at TC Futures to become more efficient as a unit. Staff were interviewed as a group to see how we can better perform as well as a few individuals getting one-on-one interviews with Thrive to get an even deeper dive on how we can collaborate better as a unit, bringing the two TC Futures teams together to improve productivity in the office as well as improve customer experience.



**PY24 Dislocated Worker Lay-off Profile
Benton-Franklin Counties
January 2025**


[illegible]


Board of Directors Calendar


July '25						
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	31		


August '25						
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
31						

September '25						
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				

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

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

 WorkSource Columbia Basin Tour: Third Thursday of January and July at 4:00 p.m.

 Occupations in Demand (OID) 4th Thursday of July & January at 3:00 p.m. - 5:00 p.m.

October '25						
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	31	

November '25						
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						

December '25						
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	31			

January '26						
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	31

February '26						
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

March '26						
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	31				

 Observed Holidays and Closure

07/04/25 Independence Day

09/01/25 Labor Day

11/11/25 Veterans Day

11/27/25 Thanksgiving Day

11/28/2025 Day after Thanksgiving

12/24/25 Christmas Eve

12/25/25 Christmas Day

01/01/26 New Year's Day

01/19/26 Martin Luther King Jr. Day

02/16/26 President's Day

05/25/26 Memorial Day

06/19/26 Juneteenth

April '26						
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		

May '26						
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

June '26						
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				

Survey Overview

Benton–Franklin Workforce Development Council (BFWDC)

Survey Name: Your Feedback, Our Future: PY24 Board Survey

Questions: 21

Responses: 13

Key Findings

1. **Meeting Format Preference:**

The majority prefer hybrid meetings. Some prefer in-person meetings.

Ratings:

- **Hybrid:** 7 responses
- **In-Person:** 6 responses

2. **Satisfaction with Frequency and Duration of Board Meetings:**

Mixed responses, with some suggesting longer meetings for deeper discussions.

Ratings:

- **Rating 3:** 3 responses
- **Rating 4:** 4 responses
- **Rating 5:** 6 responses

Suggestions: Expand meeting duration to 1.5-2 hours, prioritize agenda items, and leave more time for board member updates.

3. **Location Rotation:**

Ratings:

- **Support for Rotating Locations Quarterly:** 6 responses
- **Consistent Location (WorkSource Columbia Basin):** 7 responses

4. **Human Connection:**

In-person meetings are seen as more effective for fostering connections. Hybrid meetings with cameras on are suggested to improve virtual connections.

Ratings:

- **In-Person Preferred:** 6 responses
- **Hybrid with Cameras On:** 7 responses

Suggestions: Group activities during meetings, informal gatherings before/after meetings, and ensuring virtual attendees have cameras on.

5. **Understanding of Responsibilities:**

Mixed responses, with some indicating a need for better onboarding and training.

- **Clear Understanding:** Mixed responses

Suggestions: Improved onboarding, more training, and better communication leading up to meetings.

6. **Networking Opportunities:**

Interest in post-meeting networking sessions.

- **Interested in Post-Meeting Networking Sessions:** 7 responses
- **Not Interested:** 6 responses

7. **Effectiveness of Communication Methods:**

Ratings:

- **Rating 3:** 3 responses
- **Rating 4:** 4 responses
- **Rating 5:** 6 responses

Suggestions: More proactive communication, ensuring all board members receive emails, and improving organization.

8. **Board Director Platform:**

Mixed views on its value and usefulness. Suggestions for improving communication and organization leading up to meetings.

Ratings:

- **Rating 3:** 3 responses
- **Rating 4:** 4 responses
- **Rating 5:** 6 responses

Concerns: Cost vs. benefit of the platform.

9. **Board Culture:**

Described as collaborative and professional, but with room for improvement in engagement and participation.

Ratings:

- **Described as Collaborative and Professional:** 7 responses

Suggestions: More interaction between board members, sharing participation rates, and ensuring role clarity.

10. **Engagement in Board Activities:**

Suggestions for more interactive and engaging meetings.

Ratings:

- **Rating 3:** 3 responses
- **Rating 4:** 4 responses
- **Rating 5:** 6 responses

Suggestions: More interactive meetings, dedicating time for board member updates, and ensuring board members are informed and engaged.



BFWDC Board Survey Results 2024 Program Year

Outcomes And Assessments Related To The Board's Activities During The Last Program Year.

2025-2026 STRATEGIC PRIORITIES

'Benton-Franklin Workforce Development Council promotes a prosperous community by providing a progressive workforce system...'

Mission Statement:

Vision Statement:

'The BFWDC contributes to our prosperous region by elevating human potential...'

Goal 1: Business and Economic Development

Support business development and competitiveness by aligning with economic development and growth efforts.

Goal 2: Youth

Improve access to opportunities for youth and young adults* with barriers to employment to transition to an economically successful adulthood. * *(In-School Youth- 14-21 years) (Out of School Youth- 16-24 years)*

Goal 3: Adult

Improve access to opportunities for adults to become economically successful.

Goal 4 Community Outreach

Strengthen collaboration with partners to meet the workforce needs of our employers and community.

Your Feedback, Our Future: PY24 Board Survey Closed

BFWDC created at Feb 24, 2025 09:23 AM · 21 questions

Responses

13

Typical time spent

20.0 minutes

Completion rate

61.5%

Valuable Insights

Your experiences help us improve our board practices.

Feedback Sought

Input on meeting location rotation and the effects of virtual-only meetings on personal connections.

Vision

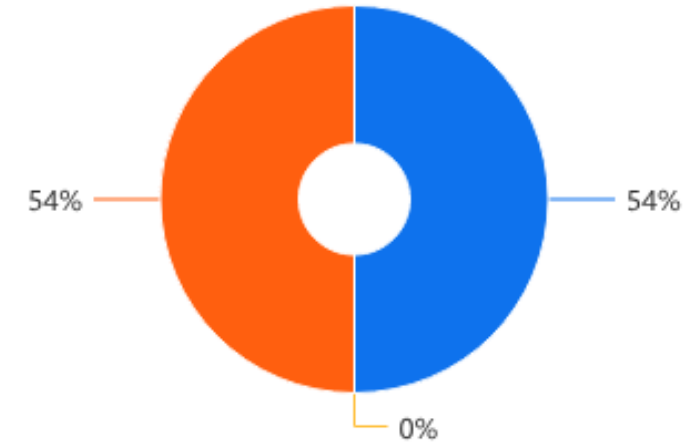
Ensure meetings are productive and personally enriching. | Blend technology benefits with essential interpersonal interactions.

Goals

Foster a collaborative and engaging environment. | Strengthen relationships between board members. | Enhance understanding of board responsibilities and functions.

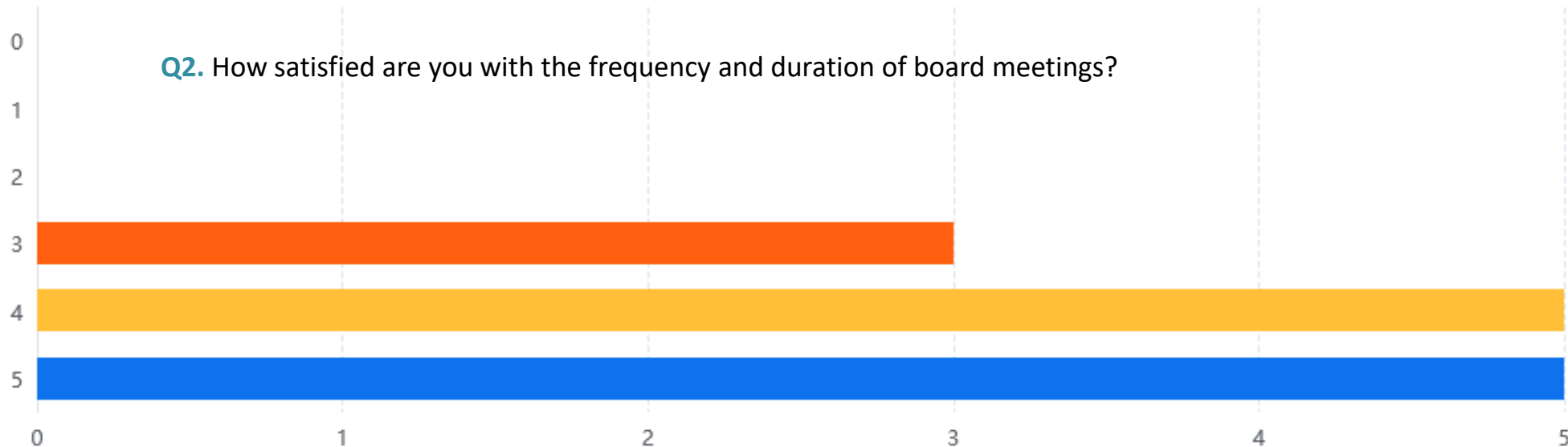
MEETING FORMAT PREFERENCE

Q1. Do you prefer in-person, virtual, or hybrid meetings for the next program year?



5: Extremely satisfied 0: Not satisfied

Q2. How satisfied are you with the frequency and duration of board meetings?



■ Prefer IN-PERSON ■ Prefer VIRTUAL ■ Prefer HYBRID

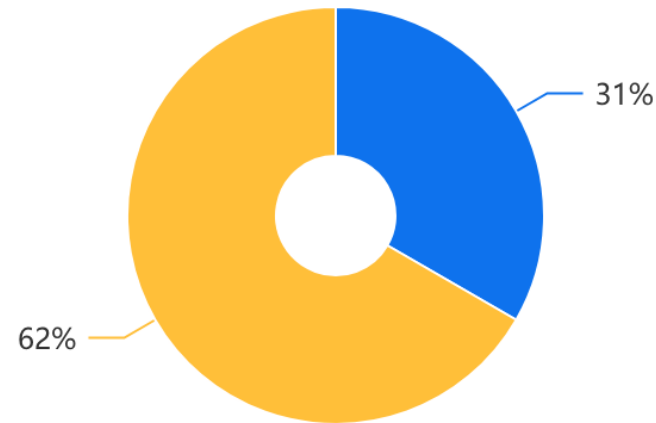
Q3. What changes, if any, would you suggest to improve the effectiveness of board meetings? **(Long answer)**

Blanks | No Answers Not Listed

1. "I feel strongly that we need to expand Board Meetings to at least 1.5 hours, preferably 2 hours. The current 1-hour Board meetings significantly restricts our ability to have deep conversations on topics and instead we tend to get spoken to for most the meeting. Not a lot of value as a Board Members and regional leader to be being spoken to for an hour..."
2. "None"
3. "Too many agenda items for time allotted."
4. "send invites for full year of meetings so they are on calendars"
5. "Leave more time for board members to give updates or make requests from their area"
6. "Nada"
7. "I feel that the board meetings are effective and efficient."
8. "Prioritize the agenda so that the most important items are covered at the beginning of the meeting and the more optional items could be covered at the end, allowing for those who must leave at the 1hr mark to leave"
9. "Meetings need to be run more efficiently stay within one hour. A suggestion for this would be to give precedence to reporting by the Executive Director, and limiting the extensive amount of time given to staff presentation and commentary along with guest speakers. Staff reporting to the Executive Director ahead of time, and presentation by the Executive Director at Board meetings, with staff in attendance primarily to address further questions could reduce the time required."
10. "No changes recommended"
11. "More task oriented- I'm not sure what we are trying to accomplish at each meeting, I feel they are more informative and are giving the board updates"
12. "In person only or cameras required for hybrid"
13. "Small focused agendas"

LOCATION ROTATION

Q4. If in-person or hybrid meetings are preferred, would you support: **(Multiple choice)**



☒ Rotating the meeting locations quarterly ☐ Hold the meetings consistently at WorkSource Columbia Basin

Options	Responses ▾
Rotating the meeting locations quarterly	4/13 (31%)
Hold the meetings consistently at WorkSource Columbia Basin	8/13 (62%)

Q5. Which locations would you suggest for the meetings? (Long answer)

Blanks | No Answers Not Listed

1. "Rotating the meeting locations quarterly"
2. "Hold the meetings consistently at WorkSource Columbia Basin"
3. "Rotating the meeting locations quarterly"
4. "Hold the meetings consistently at WorkSource Columbia Basin"
5. "Hold the meetings consistently at WorkSource Columbia Basin"
6. "Casino, Crazy Moose"
7. "Rotating the meeting locations quarterly"
8. "Hold the meetings consistently at WorkSource Columbia Basin"
9. "Hold the meetings consistently at WorkSource Columbia Basin"
10. "Prefer to have meetings at WorkSource" "Hold the meetings consistently at WorkSource Columbia Basin"
11. "Rotating the meeting locations quarterly; Hold the meetings consistently at WorkSource Columbia Basin"
12. "Hold the meetings consistently at WorkSource Columbia Basin"

Q6. How has the VIRTUAL/IN-PERSON format impacted your sense of connection with other board members and what do you find most valuable for fostering connection? (Long Answer) **Blanks | No Answers Not Listed**

1. "Strive for in-person meetings, and to my point above on lengthening Board Meetings, have a group activity at each Board Meeting where we can get together in groups and work on some item. Great way to connect much better with my fellow Board members."
2. "I think it is important for those who are calling in virtually, to have their cameras on. Doing so makes a big difference in ensuring a connection with other board members. Otherwise, I'd say that the in person format is more powerful at fostering connections."
3. "As I stated, I prefer in-person meetings. Virtual capabilities (hybrid) are sometimes needed as we all have very busy schedules. I just don't like the idea of it becoming our primary meeting venue."
4. "Being new I have not had the opportunity to meet all members of the board yet"
5. "Maybe scheduling a 15 minute informal gathering of board members before or after each meeting to foster more connection"
6. "I feel that hybrid meetings, especially where cameras are off, lack connection and engagement. We also offer hybrid option for our board but we require that cameras remain on for all participants to be counted as present."
7. "I feel that the connection works. I attend both in person and virtually."
8. "I do not feel as connected to Board members who consistently attend the Board meeting virtually....hopefully going forward, virtual attendance is the exception not the norm."
9. "There are a couple of Board members who do an excellent job in participating remotely, though involvement and engagement by those in the physical location appears to be greater."
10. "I do not feel as connected to virtual meeting attendees"
11. "Obviously in person is better for personal connection, but sometimes it's difficult getting to meeting when juggling other work commitments so for those situations, a virtual option is helpful."
12. "Many hybrid meetings are terrible for networking because many members don't participate in discussion."

Q7. What do you hope to gain from your involvement on this Board?(Long answer)

1. "Knowledge on our Benton Franklin workforce system and the ability to shape current and future regional initiatives to enhance our regional workforce and employers."
2. "Help support the BFWD mission in whatever way I can as a business leader in the community."
3. "I am here to serve our community."
4. "A way to be involved in the community"
5. "A better understanding of workforce needs in the community and how the campus can support those needs while also benefitting from this collaboration"
6. "Insight, Growth, People"
7. "N/a"
8. "Give back to the community, make a difference in the community, opportunity to serve, opportunity to learn more about the issues and concerns within the region."
9. "The opportunity to assist the community in oversight of the efficient deployment of funding and programs."
10. "Greater impact in community, better understanding of the issues and challenges our region faces."
11. "A better understanding of what the board does and how my involvement can make a direct impact in the community"
12. "I want to gain insight into the regions workforce challenges, opportunities and solutions."
13. "I am passionate about getting people to work. I hope this board is a good chance to serve our community while helping put people to work"

Q8. Are there any aspects you feel are missing or that you're not currently getting from your Board experience?
(Long answer)

1. "Broken record here - time set aside in Board Meetings to discuss/debate important and timely topics. Our current board meetings feel very rushed to enable all our wonderful presenters to talk to us. Let's make our meetings less 'formal' and more engaging."
2. "I feel that the organization leading up to meetings is very lacking. I have been left off of the invite multiple times, or off of an email with information needed to prep for the meeting. I just think that communication and organization leading up to meetings could be improved."
3. "None"
4. "Have not connected much yet with other board members"
5. "None"
6. "n/a"
7. "None"
8. "Ensuring communications to Board members are timely, with materials, requests for decision and attendance at events sent far enough ahead of time for scheduling purposes and to permit for review of information. Many highly scheduled professionals schedule weeks in advance and have limited time. Furthermore, ensuring all parties intended are included on Communications could support further Board engagement."
9. "None"
10. "In general, a lack of understanding of the boards role, and the organization of the BFWDC."
11. "n/a"
12. "N/A"

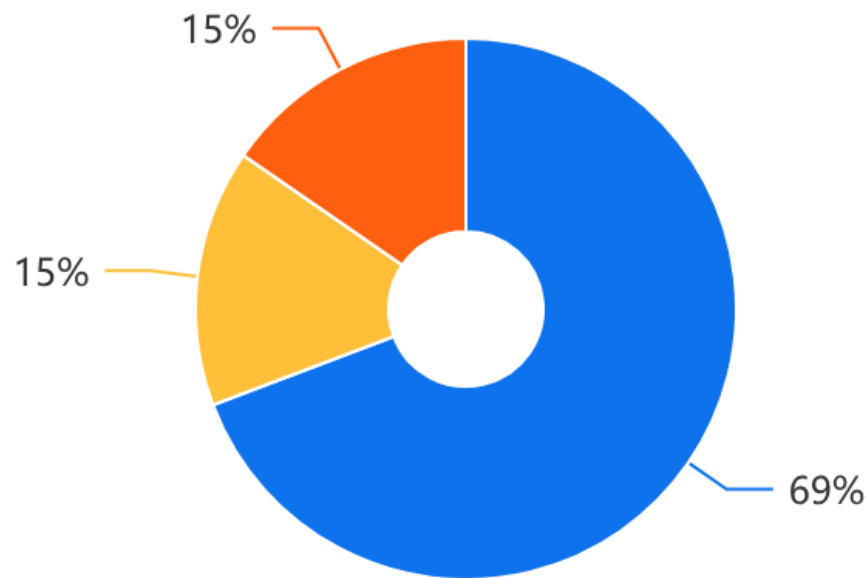
Q9. What motivates you to serve on the BFWDC board? (Long answer)

Blanks | No Answers Not Listed

1. "To help our region's economic viability by strengthening our employers and our citizens who are unemployed or underemployed."
2. "I feel that what they do for our community is important and I would like to help support them in their mission however I can."
3. "Our community! Helping those that are in need of our resources."
4. "Learning more about an organization in our community and using my experience and skills to help give back"
5. "Supporting the development of workforce in the area to improve the lives of the people in this region is a critical part of my work and it also inspires me to continue"
6. "service, impact, making a difference"
7. "Benefit of the members of our Community, through services to labor force and employers"
8. "Public service, networking, belief in mission" [1]
9. "I was asked to, and I feel involvement in the community is impactful. I'm not sure where I have personally made a difference or impact, but am continuing to learn and see where my place is."
10. "n/a"
11. "Its an opportunity to serve our community"

MOTIVATION AND EXPECTATIONS

Blanks | No Answers Not Listed

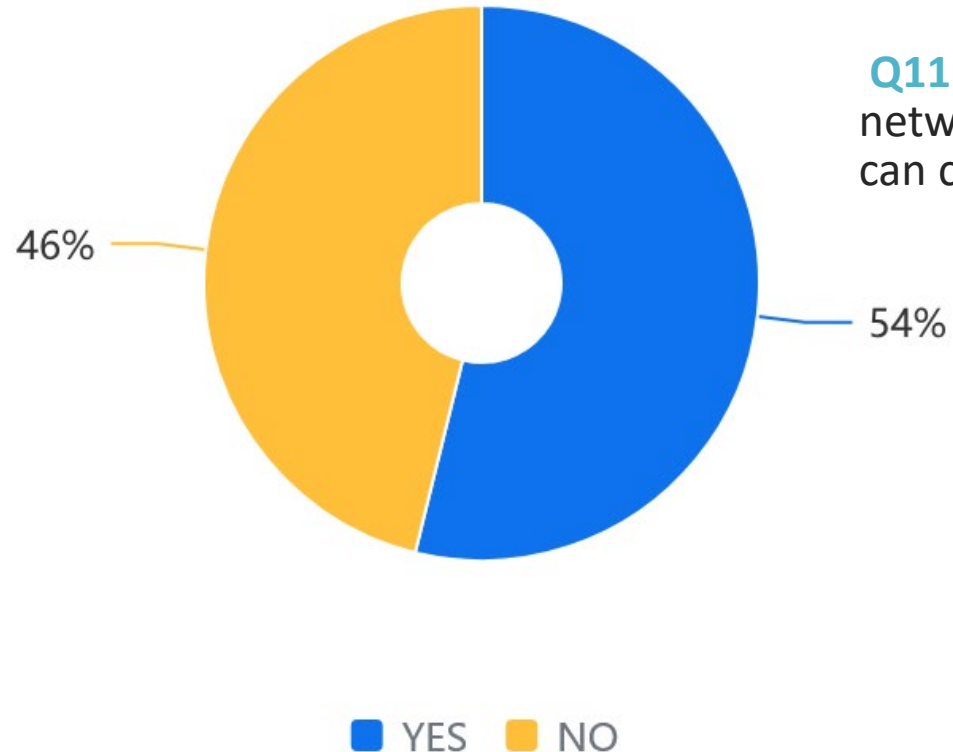


■ YES ■ NO ■ WOULD LIKE MORE TRAINING

Q10. Do you feel you have a clear understanding of your responsibilities and functions as a board member?

Options	Responses ⬆
YES	9/13 (69%)
NO	2/13 (15%)
WOULD LIKE MORE TRAINING	2/13 (15%)

Blanks | No Answers Not Listed



Q11. Would you be interested in attending a post-meeting networking session (after our quarterly meeting) where you can connect with fellow board members?

Options	Responses ▾
YES	7/13 (54%)
NO	6/13 (46%)

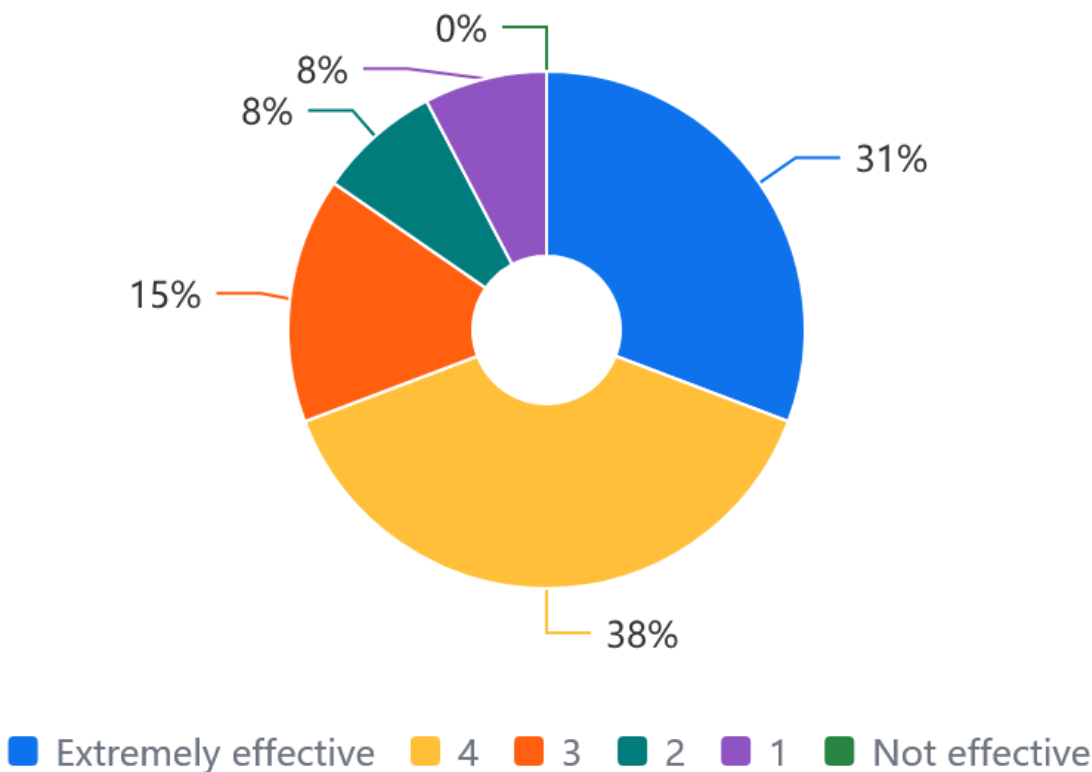
Q12 Are there any specific training or development opportunities you would like to see offered to board members? How can we support your growth and development as a board member? **(Long answer)**

1. Gary Kamimura's recent WIOA One-Stop System 101 training was outstanding. Now, as a Board, let's take different aspects of this training during Board Meetings to diver deeper into certain key topics. Again, let's expand the length of our Board Meetings to enable this to occur.
2. We need improved onboarding. I was never onboarded or even greeted by the Board President upon joining. I just received an invite to the meeting and had to reach out to figure out the rest. If there was a standard system for on boarding new board members, I think it could go a long way.
3. None at this time.
4. not that I can think of at the moment
5. N/A
6. Certs
7. N/a
8. None
9. The focus on greater attention to new board members in the onboarding process has been appreciated and appears to remain an area of continued need. Please make training opportunities available in smaller blocks of time (i.e. 1 hour, or 5-10 minutes of a full Board meeting)
10. Periodic tours of WorkSource and TC Futures
11. I'm not really sure what this would look like, but I feel fairly maxed out with my current time commitments, so adding more would probably not be helpful for me personally.
12. I personally meet with every new board member for a one-hour in person orientation where I provide information about the organizations, our initiatives, the board, the staff, budget, meetings, etc. It provides me a chance to meet each person before they ever attend a board meeting and they get the benefit of a private conversation where they can ask questions and get clarification on the organization and their role as a board member.
13. Just a more thorough onboarding process

COMMUNICATION

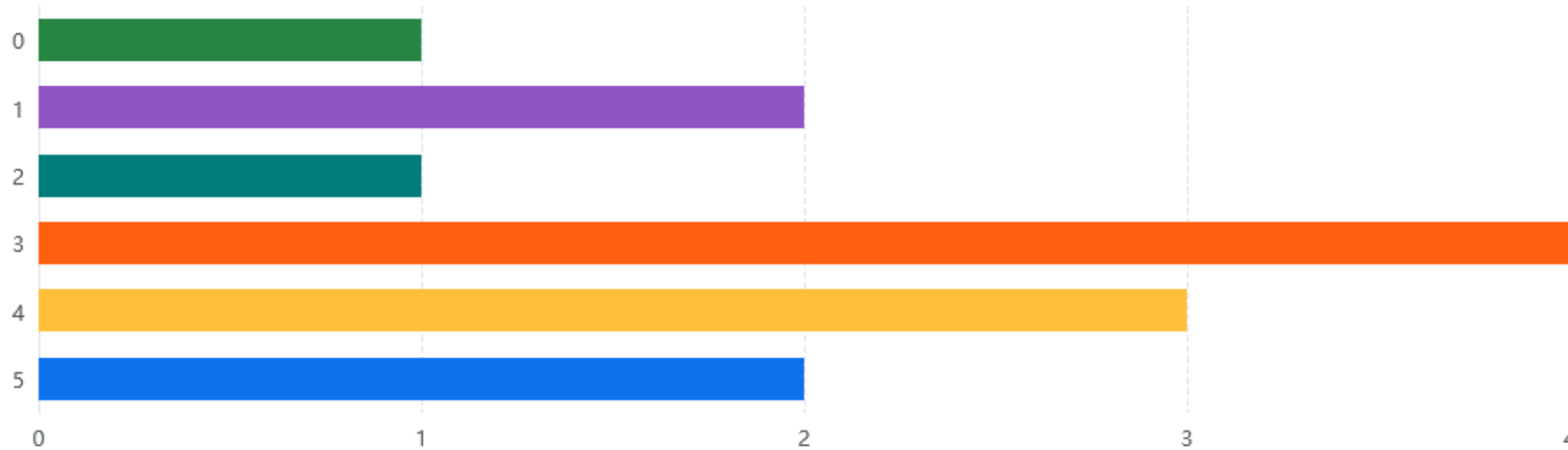
Q13.

How effective do you find the current communication methods (e.g., emails, newsletters, meetings) used by the board?



Options	Responses ⬆
5	4/13 (31%)
4	5/13 (38%)
3	2/13 (15%)
2	1/13 (8%)
1	1/13 (8%)
0	0/13 (0%)

Q14. How valuable/useful to you is the Board Director platform that the BFWDC is using?
(Scale 1 [not effective] -5 [very effective])



Options	Responses ⬆
5	2/13 (15%)
4	3/13 (23%)
3	4/13 (31%)
2	1/13 (8%)
1	2/13 (15%)
0	1/13 (8%)

Q15. What suggestions do you have for improving communication among board members? **(Long answer)**

1. Expanded Board Meetings and more network opportunities.
2. Be more proactive and make sure you're emailing EVERYONE on the board with plenty of notice before meetings. I have been left off of multiple communications that were meant for the board and I don't know why it sometimes happens and sometimes doesn't.
3. I abstain at this time...
4. Communicating as early as can when attendance is needed so it is on the calendar - most of the time it looks like this is done.
5. Networking events as described above
6. This
7. None
8. concerned about the cost vs. benefit of the Board Director software...it is nice, but is it worth it????
9. Ensuring that communications for events, meetings, and
10. None
11. I feel the current communication is effective
12. As I mentioned a month or so ago, I personally don't care for all the emails and requests to vote. Most of the items that are being sent out to the board are fairly technical and I believe should be explained at a board meeting where questions could be asked. I believe these action items should be sent early with a board packet for preview, then presented by staff, then discussed, then voted on.
13. None

Q16. How would you describe the current culture of the board? (Long answer)

1. Not great. We need more time to work on topics together. I also recommend sharing what our collective and potentially individual participation rate is at Board Meetings over the past few years. For those consistently not attending, seriously consider talking one-on-one with these individuals and seeing if they want to continue not attending our meetings and if they'd be willing to resign their position for someone else who would attend.
2. It is fine.
3. I abstain at this time...
4. It has been a very welcoming board. The people I have interacted with seem to be passionate about their position and working with the organization. it has been a good experience.
5. Participatory
6. Disconnected
7. Caring, informative, and open
8. organized, professional
9. The current culture of the board would be aided by role clarity. The Board is not staff. Staff are not the Board. The clearer that is, the better the culture will be toward efficiently using the time donated by Board members to the good works of the BFWDC.
10. Collaborative, professional
11. Im not sure that I have a really good grasp on board culture, so unsure if I can comment
12. n/a
13. Evolving

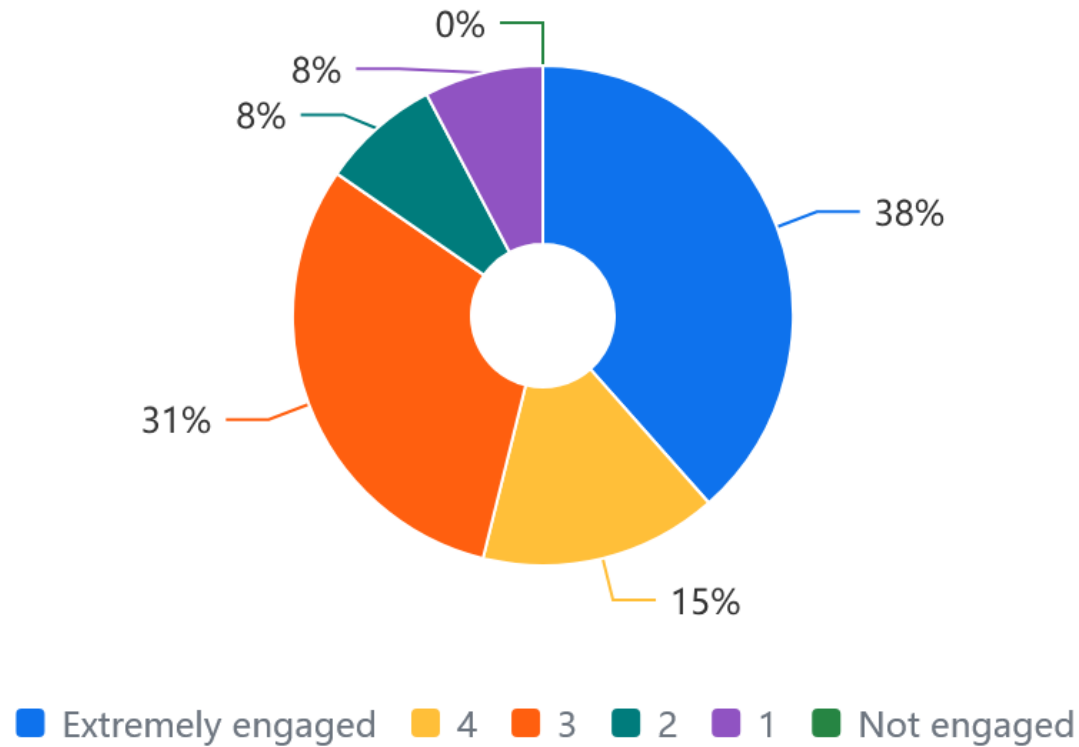
BOARD CULTURE

Q17. What aspects of the board culture do you find most positive, and what areas could be improved? (Long answer)

1. We seem to have a shared sense of pride in our region, yet I'm not sure our current structure enables and allows many more voices to be heard.
2. "I do think those calling in need to have their cameras on. We have a couple of members who always call in with their cameras off and I know they are not paying attention. They do not participate and it just feels like they are on the board for show rather than wanting to make a difference. I do feel that those board members who show up or at least have their cameras on, do care about the success of BFWD and do want to make a difference. This is a very positive part of the board culture."
3. I abstain at this time...
4. people's passion towards the organization's mission. more interaction between the board.
5. I think it could move beyond people just showing up for meetings if we dedicate time to the updates from board members at the end of the meeting. This time often gets shortened or left out because presentations run over.
6. Nothing
7. Sharing of successes
8. I really appreciate respect for people's time...this is facilitated by being organized, focused, and task oriented.
9. There is representation by members from a variety of professional backgrounds covering education, the trades, and private business.
10. Regular attendance at meetings, provides input when has the opportunity
11. N/a- see previous
12. n/a
13. We need more board member buy in

ENGAGEMENT AND PARTICIPATION

Q18. How engaged do you feel in board activities and discussions?



Options	Responses ⬆
5	5/13 (38%)
4	2/13 (15%)
3	4/13 (31%)
2	1/13 (8%)
1	1/13 (8%)
0	0/13 (0%)

ENGAGEMENT AND PARTICIPATION

Q19. What can be done to increase your engagement and participation in board activities?
(Long answer)

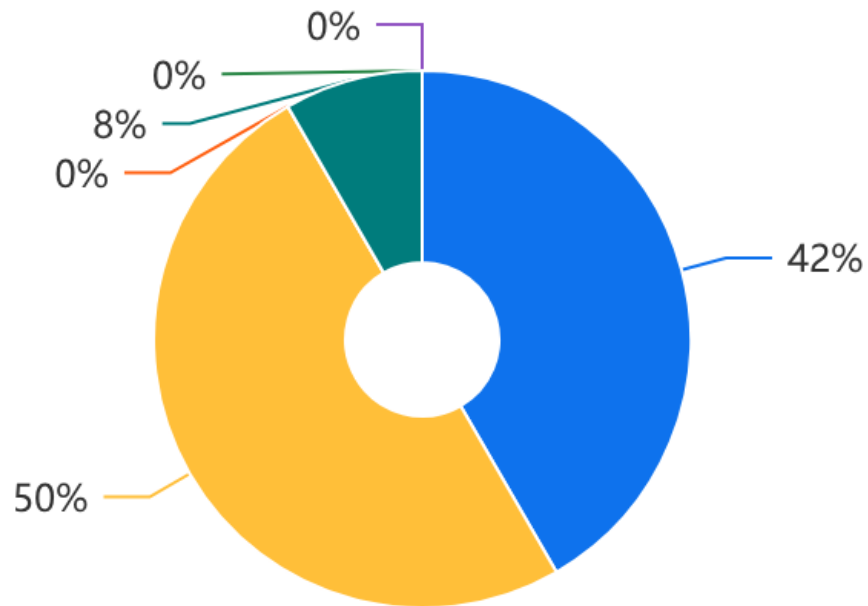
Blanks | No Answers Not Listed

1. Please see my previous answer to Question #15.
2. Time :)
3. N/A
4. I order for the board to have better and more impactful discussions, board members must be engaged and informed (same as voters in our country)...very hard to have substantive discussion if board members do not understand the issues and concerns of the workforce system
5. Make effective use of the time given by presenting the information needed for Board action and to keep the Board informed, at a Board level.
6. More opportunities to serve on special committees
7. Not sure. I feel most of the quarterly meetings are informative and giving updates, not really engaging
8. See answer to #15

FEEDBACK MECHANISMS

Q20. How comfortable do you feel providing feedback to the board leadership?

(12/13) 92% answered **SCALE** | 5: Extremely comfortable 0: Not comfortable



■ Extremely comfortable ■ 4 ■ 3 ■ 2 ■ 1 ■ Not comfortable

Options	Responses ▾
5	5/12 (42%)
4	6/12 (50%)
3	0/12 (0%)
2	1/12 (8%)
1	0/12 (0%)
0	0/12 (0%)

Q21. What can be done to create a more open and receptive environment for feedback? (Long answer)

1. Continue with these surveys more frequently, share the results in Board Meetings, and then carve time out in our Board Meetings to discuss improvement opportunities based on the feedback. We will better support a world that we help create.
2. Send out more surveys like this. Make them optional, but it will help to keep the door open for feedback.
3. We need to feel we're in a SAFE place.
4. So far I have found the organization and board is very open to feedback.
5. I would prefer a one-on-one meeting to provide feedback
6. Please
7. I feel that there are many avenues to provide feedback.
8. Continue to perform surveys like this one
9. Efficiently run the meetings, reducing staff conversation to permit for time for conversation by the Board within the scheduled time.
10. Leadership ask for more feedback
11. I don't have any suggestions at this time
12. n/a
13. N/A

CLOSING REMARKS

Your feedback was essential as we work to create a more collaborative and engaging environment. By improving our understanding of the BFWDC's board's responsibilities and functions, we can strengthen relationships among members and enhance the effectiveness of our governance.

Together, we can ensure that our meetings are not only productive but also enriching on a personal level, combining the benefits of technology with the crucial need for interpersonal interaction.

Thank you for taking the time to share your thoughts!



BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL

DRAFT: 2025 Board Retreat

Strategic Objectives for PY2025 & PY2026

MEASURABLE OBJECTIVES	1
OBJECTIVE 1 ENHANCE WORKSOURCE COLUMBIA BASIN & TC FUTURES SERVICE OUTCOMES	1
<i>Strategies, Goals and Timelines</i>	1
OBJECTIVE 2 ENHANCE BFWDC BOARD IMPACT	2
<i>Strategies, Goals and Timelines</i>	2
OBJECTIVE 3 ENHANCE MARKETING AND OUTREACH	3
<i>Strategies, Goals and Timelines</i>	4
<i>Comments:</i>	5

Mission Statement: The Benton-Franklin Workforce Development Council (BFWDC) promotes a prosperous community by providing a progressive workforce system. We are dedicated to ensuring that the needs of employers, adult, and youth job seekers are met through collaborating with regional partners, understanding and adapting to the changing needs of our region, and providing leadership in workforce development.

Vision Statement: BFWDC contributes to our prosperous region by elevating the human potential. BFWDC will provide leadership to advancing the region’s economy by helping prepare and connect employers and job seekers through WorkSource Columbia Basin (WSCB) and TC Futures services – **by empowering individuals and providing the tools and support needed to achieve lasting self-sufficiency.**

The Challenge: If you were presented with the opportunity to propose innovative ideas or initiatives, what strategies would you recommend to elevate the Benton-Franklin Workforce Development Council as the top organization driving workforce development in our region?

BFWDC Board Retreat Attendees: Todd Samuel, John Dickson, Amanda Jones, Adolfo de Leon, Andrew Cook, Robert (Bob) Legard, Kate McAteer, Michael Lee, Sonny Virakpanyou, Megan McCary, Cynthia N. Garcia, Jessie Cardwell, Raul Ochoa, Gabby Torres, Cyndelle Howell

MEASURABLE OBJECTIVES

OBJECTIVE 1 | Enhance WorkSource Columbia Basin & TC Futures Service Outcomes

This objective is to focus on providing additional priority and guidance to staff to enhance WorkSource Columbia Basin and TC Futures' employment and educational outcomes through targeted strategies and stakeholder engagement. One of the primary objectives is to enhance opportunities to upskill individuals who are currently in the workforce. To accomplish this objective, there is a need to more formally begin reporting on job placements, salary increases, and retention rates. Key performance indicators (KPI's) will be established and focused on both job and educational outcomes, utilizing various analytical tools to measure success.

Additionally, the objective includes developing a clear timeline for community engagement, a recommitment to implement our current communication strategy plan developed in 2022 to keep stakeholders informed, and a focus on effective resource allocation. Continuous monitoring and evaluation will ensure that strategies are adjusted based on feedback, ultimately supporting individuals in securing better job opportunities and obtaining necessary training and/or certifications.

Strategies, Goals, and Timelines

1. **Employment & Education Outcomes:** Begin formally reporting to all staff and the Board our job placements, salary increases, and retention rates using various analytical tools. Evaluate training

and/or certifications earned and tuition reductions/reimbursement opportunities via tracking systems.

- **KPIs:** Job outcomes (better jobs, salary increases, job retention, % above Benton/Franklin ALICE thresholds, entered employment rate, time from initial engagement to employment) and education outcomes (trainings, certifications, reduced tuition, course success rates).
 - **Tools:** Employment tracking software, salary survey tools, HR analytics, training and certification tracking systems, and learning management platforms.
2. **Stakeholder¹ Engagement:** Engage community partners and employers, track participation, and collect feedback.
 - **KPIs:** Employers² participation, feedback from stakeholders, and frequency of meetings.
 - **Tools:** CRM systems, survey tools, meeting management software.
 3. **Communication Plan:** Keep stakeholders informed through regular updates, interviews, and marketing campaigns.
 - **KPIs:** Interview count, marketing engagement, and feedback on communication clarity.
 - **Tools:** Interview scheduling tools, marketing platforms, and survey tools.
 4. **Resource Allocation:** Ensure effective use of resources, focusing on project management, support for return-to-work individuals, and reduced tuition options.
 - **KPIs:** Budget utilization, reduced tuition usage, project completion rates.
 - **Tools:** Financial management, financial aid tracking, project management software.
 5. **Monitoring & Evaluation:** Track participation, success rates, and adjust strategies based on feedback.
 6. **Reporting & Documentation:** Maintain records of activities and provide regular updates to stakeholders.
 7. **Timeline & Milestones:** Focus on community engagement in the next 3 months; reporting launch between July 1 and September 30 to highlight regional career-building activities. Examples of community engagement activities include but not limited to: industry specific job fairs, community resource fairs, etc.

OBJECTIVE 2 | Enhance BFWDC Board Impact

This objective is focused on strengthening the partnerships, networking, collaboration, and ability of the BFWDC Board to be more impactful and supportive to the BFWDC mission execution. The objective aims to enhance collaboration and partnerships to support trades, apprenticeship programs, board member engagement, and long-term community funding.

Strategies, Goals, and Timelines

1. Trades and Apprenticeship Programs:

- **Objective:** Raise visibility and collaboration with trade unions.

¹ **Stakeholders:** Under Workforce Innovation and Opportunity Act (WIOA), stakeholders are individuals and entities that have a vested interest in the workforce development system and its outcomes. They play key roles in planning, implementing, and supporting workforce services.

² **Employers:** The targeted employers are from the following sectors: Healthcare, Hospitality, Government, Manufacturing & Transportation, Small Business, Agriculture and Warehousing as identified in the strategic plan.

- Develop apprenticeship outreach and identify apprentices/mentors.
 - **Goals:** Complete at least 3 meetings with primary unions before the end of the program year; develop a draft program outline by June 2025; set a goal of 10 apprentices and 5 mentors for program year 2025.
- 2. Employer Connections:**
 - **Objective:** Conduct industry surveys and organize networking events.
 - **Goals:** Complete 2 industry surveys by August 2025; Complete 3 networking events by December 2025; Add 50 new industry contacts to our existing contacts list during Program Year 2025-2026.
- 3. Board Member Engagement:**
 - **Objective:** Identify the costs vs. benefits of implementing a Board Members certification program.
 - **Goals:** Present value proposition to the Board and determine interest by September 30, 2025. Make a go/no-go decision before the end of the calendar year 2025.
- 4. Community Engagement and Funding:**
 - **Objective:** Conduct a comprehensive needs assessment through surveys and action plans.
 - **Goals:** Distribute 500 surveys by October 2025; 60% response rate by November 2025; develop 3 action plans by January 2026.
- 5. Monitoring and Evaluation:**
 - **Objective:** Establish a system for progress tracking and regular reviews.
- 6. Timeline & Milestones:**
 - Between July 1, 2025, and June 30, 2026, focus on strengthening partnerships with stakeholders, enhancing career readiness.

OBJECTIVE 3 | Enhance Marketing and Outreach

This objective aims to revitalize marketing and outreach efforts through strategic communications campaigns that highlight the diverse services and community engagement provided by the Work Source Columbia Basin and TC Futures under the leadership of the BFWDC. It also seeks to strengthen relationships with business partners and local government.

Key actions include developing new marketing and communication strategies, organizing/collaborating in targeted community events, and implementing focused marketing/communication efforts to increase employer participation.

Success will be measured through metrics such as brand recognition, community feedback, and partner satisfaction, utilizing tools like Google Analytics and Customer Relationship Management systems.

Additionally, the action under this objective is to diversify the board to ensure broad representation, promoting the BFWDC, WorkSource Columbia Basin, and TC Futures through social media and local media engagement, and showcasing the organization's impact through eye-catching and relevant reporting to stakeholders. This objective aims to build stronger connections within the community and promote the BFWDC's mission.

Strategies, Goals and Timelines

1. Marketing and Outreach Campaign:

- **Objective:** Effectively describe and market our diverse services.
 - **Goals:** Create and execute a marketing campaign, and identify and implement focused outreach.
 - **Metrics:** Brand recognition, website traffic, and new clients.

2. Community Outreach:

- **Objective:** Increase regional engagement.
 - **Goals:** Organize and participate\collaborate in strategic events, host town halls, and identify strategic partners to actively enhance collaboration.
 - **Metrics:** Event attendance, new partnerships, community feedback.

3. Business Partner Engagement:

- **Objective:** Increase employer engagement and secure buy-in from business partners in the region.
 - **Goals:** Regular meetings, present impact reports, and offer incentives.
 - **Metrics:** New partners, meeting frequency, partner satisfaction.

4. City Council and County Meetings:

- **Objective:** Strengthen government relationships.
 - **Goals:** Report regularly, appoint ambassadors, and empower them.
 - **Metrics:** Reports presented, council and Commissioner engagement, supported initiatives, funding increases.

5. Marketing to Businesses:

- **Objective:** Increase employer engagement.
 - **Goals:** Targeted campaigns, highlight partnership benefits, use testimonials.
 - **Metrics:** Employer engagement, participation in job fairs/hiring events, businesses in programs, success stories, number of businesses listing jobs through WSCB.

6. Board Expansion:

- **Objective:** Expand and diversify the board.
 - **Goals:** Identify sectors or strategic partners within our region not represented on the BFWDC Board. Actively recruiting additional Board members from unrepresented sectors of the region, providing orientation, and encouraging participation.
 - **Metrics:** New members, diversity, engagement levels, satisfaction levels.

7. Brand Promotion:

- **Objective:** Enhance visibility and recognition of WorkSource Columbia Basin, TC Futures, and the BFWDC Brands and what they represent.
 - **Goals:** Social media campaigns, promotional materials, local media engagement.
 - **Metrics:** Social media growth, material distribution, media coverage, and number of WSCB customers.

8. Impact Reporting:

- **Objective:** Effectively communicate the impact of the work being performed by WorkSource Columbia Basin, TC Futures, and the BFWDC to our stakeholders, collaborators, and future partners.
 - **Goals:** Develop annual reports, share success stories, and use reports for partnerships.
 - **Metrics:** Reports distributed, stakeholder feedback, funding increase.
- 9. **Timeline & Milestones:** From July 1, 2025, to June 30, 2026, focus on strengthening community connections, promoting the BFWDC's mission, and demonstrating its effectiveness in achieving positive results.

Comments and Questions Received:

1. Elevating the human potential” is inspiring but may benefit from a brief example or elaboration on how this is accomplished.
Response: Additional language added- by empowering individuals and providing the tools and support needed to achieve lasting self-sufficiency. - thought? Should this be incorporated into our vision statement, does this need to be voted on?
2. Who are the targeted employers? How are these employers being identified? Are there other targeted employers board members can help connect BFWDC Staff/partners to?
Response: Added a foot note to add language about this- The targeted employers are from the following sectors: Healthcare, Hospitality, Government, Manufacturing & Transportation, Small Business, Agriculture and Warehousing as identified in the strategic plan.
3. Who specifically are the stakeholders from which feedback is to be gathered? These have been cited elsewhere as county officials, employers, education and economic development partners, to include local chambers of commerce and community-based organizations.
Response: Added a footnote to add language regarding the stakeholders. - **Stakeholders:** Under Workforce Innovation and Opportunity Act (WIOA), stakeholders are individuals and entities that have a vested interest in the workforce development system and its outcomes. They play key roles in planning, implementing, and supporting workforce services.

Who are the economic development partners and other individuals from Community based organizations being targeted? Are there organizations the board can help connect staff with?
Response: To be identified by a working Board committee.
4. What activities by staff will community engagement consist of?
Response: Added language to provide examples of community engagement activities.
5. What Board member(s) has/have recommended implementing a Board Certification program?
Response: John Dickson, Michael Lee and Lori Mattson

Could these board members opine to the rest of the Board on what the value proposition is to both organization and the board members would be? Having talked with tenured Board members on other longstanding community Boards who have completed Board certification, I have heard that it did not provide them with any value toward their effectiveness as Board members for the respective organizations. If other Board members are requesting this, it would be good to hear from them at a Board meeting first about the details so we may clearly understand what the time commitments and benefits would be for consideration of whether or not the Board will choose to move forward with this.

Response: I can ask the board members mentioned above to speak to this during our quarterly board meeting.

Who will be surveyed? How are those being surveyed and being identified and contacted?

Response: To be identified by the working Board committee.

6. Who is it that strengthening partnerships with is to be focused on ?

Response: strengthening partnerships with stakeholders

7. How will Brand recognition be measured?

Response: foot traffic, more followers on social media, surveys.

8. What types of events are desired to be organized? Who is targeted to attend?

Response: To be identified by the working Board committee.

9. Who are the targeted attendees for town halls? Are there topic-specific agendas we can develop for marketing these events?

Response: To be identified by a working Board committee.

10. What organizations should the BFWDC be collaborating with? How will we connect with the individuals who comprise them?

Response: To be identified by a working Board committee.

11. Who comprises the list of top desired new partners? How can we as a Board help to expand this list/identify other new partners or make connections?

Response: To be identified by a working Board committee.

12. Who on the Board wants to be an ambassador and what are they willing to commit to? This topic has been recurring over the prior 12 months with staff requesting Board members take on what would appear to be a staff role in various endeavors. If there are Board members that are going to do this, that's great. Either way, what is staff going to do to strengthen government relationships?

Response: To be determined.

13. What are the best ways that Cities council members can be directly engaged by the BFWDC?

Response: here are some ideas:

- We can invite Council members to serve on workforce development working committees to provide strategic input.
- Involving Council members in job fairs, career expos, to directly engage with employers and job seekers.
- Organize meetings or roundtables where Council members can meet local employers to better understand workforce needs.
- Include City Council members in strategic planning workshops to align workforce goals with the city's economic development.
- Recognize Council members' contributions to workforce initiatives through public acknowledgment and media campaigns.
- Invite Council members to attend or speak at workforce development conferences or key meetings to deepen their involvement.
- Inform them of workforce issues and asking for letter of support to advocate for our workforce programs.

Is there a board member willing to go to council meetings? Is there a staff member who can make these meetings outside of business hours? Council member contact information is public - could they be invited individually to BWFDC Board meetings as guests, or to Work Source tours, or direct meetings during business hours with the Executive Director and/or other staff?

Response: Working on this to identify who is already attending these council meetings and information they need from the BFWDC to be equipped at these meetings.

14. Beyond City Council, what feedback are we getting from our commissioners about attendance, events, and other targets? Can they help us connect with the other commissioners or elected officials?

Response: No feedback has been received as of today.

15. What companies will be contacted in the targeted campaigns? How are they identified and how are they reached?

Response: To be identified by a working Board committee.

16. What sectors are identified as needed to achieve the desired diversity on the board?

Response: Healthcare, Transportation, Hospitality, Agriculture and Clean Energy.

17. Who in the community comprises the top 10-20 community partners we should focus on strengthening community questions with?

Response: To be identified by a working Board committee.