



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

May 30th, 2023, 4:00 p.m. Zoom

Local Elected Officials

Commissioner McKay

Executive Members

Todd Samuel
Adolfo de Leon
Amanda Jones

Board Members

Jennie Weber

Excused

Lynn Ramos – Braswell

Absent

Commissioner Didier

Guests

Crystal Bright

BFWDC Staff

Tiffany Alviso	DeAnn Bock
Jan Warren	Carya Bair
David Chavey-Reynaud	Isaac Estrada
Jessie Cardwell	Cyndelle Howell
Cynthia Garcia	Becky Tuno

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

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

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

Minutes

April 25th, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Todd Samuel motioned to approve the April 25th, 2023, Executive Committee meeting minutes, and Commissioner McKay seconded; the motion was carried unanimously to approval.

April Board of Directors Re-Elections eVote Follow-up

The Bylaws of the Benton Franklin Workforce Development Council (BFWDC) reference that:

Action by Directors without a Meeting: Any action which is taken at a meeting of the Board or of any committee appointed by the Board may be taken by e-vote. The e-vote is to be sent out and collected by the board secretary. Results will be kept with the meeting minutes of that month.

BFWDC CEO Tiffany Alviso recommended a motion to re-elect BFWDC Board of Directors members via eVote as a voting member recused from the motion at the April Executive Committee meeting.

On April 25, the motion below was disseminated electronically to the voting Executive Committee members of the BFWDC.

Motion to approve the re-election of:

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

A quorum of the voting membership of the BFWDC participated with four yeas, zero nays, and one abstention recorded; the motion was carried unanimously to approval.

BFWDC Board of Directors Strategic Priority & Planning

Tiffany shared the progress being made on the BFWDC Strategic Priority development. During the board retreat in February, the key areas of outreach, funding, and board engagement were identified as growth areas, and they have developed strategies underneath. They have been scoping out how to move the needle as a team. They have received positive feedback from the board of directors, with 20% of board members providing constructive feedback. The document is almost in its final draft form. As a team, they will identify the team members responsible for action items and timeframes. The identified priority areas and actions will be presented to the Board of Directors, starting with the Executive Committee, and finalized afterward. To practice under these identified priorities, this new strategic plan will be in place for two years (07/01/2023 – 06/30/2025).

Financial Reports March 2023– Jan Warren, CFO

Jan Warren reviewed the BFWDC cumulative financial reports with members, which were included in the meeting materials.

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures ending 03/31/23 for the corporate entity account. The balance sheet shows little activity; money market interest earned.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 03/31/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 03/31/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate monthly. WSCB was impacted by the end-of-year reconciliation with Goodwill for capital upgrades (parking lot and sidewalks), but as a percentage, it wasn't as significant. Jan shared that they are at 75% of their annual budget this program year and are on target and where expected.

Liaison Report – David Chavey-Reynaud, COO

David covered the Liaison report included in the meeting packet. He provided an overview of the traffic at WorkSource Columbia Basin and TC Futures and WIOA program outcomes. Cumulative participants served for federal and state EcSA were discussed. Community Development Block Grant (CDBG) and Outreach to Historically Disadvantaged Communities (OHDC) outcomes, including site placements, referrals, and program targets, were reviewed. David asked members to review the information in the meeting materials and to reach out if there were any questions.

BFWDC CEO Report – Tiffany Alviso, CEO

HAPO Signature Authority

In place of Dennis Williamson retiring from the BFWDC Board of Directors, Lynn Ramos-Braswell has agreed to be the WDC's third authorized check signer. The Hapo account changes have been updated and made officially.

State ESD Monitoring

Tiffany reported that state monitoring had been underway and is now wrapping up for this year. This monitoring season has been positive, and the monitoring team expressed their gratitude for the quick turnaround on requested documents and information throughout the three-week process.

WIOA Title 1-B Formula Allocations

Tiffany reported that the allocations are in draft form. They hope to have those released in the form of a notice from their fund source for WIOA Title 1-B soon. They are anticipating a decrease of 2% in funding within their Youth program (approximately \$16,000). The Adult program will increase by 0.5% (approximately \$4,000). Dislocated Worker program will have a 22% decrease (approximately \$200,000).

The WWA has been negotiating with ESD to bridge the gap in funding by potentially tapping into the Rapid Response funds. There are many advocacies at the federal level, including the Department of Labor and Regional and State level leaders. They hope that reauthorization can happen in the next cycle so that they don't consistently see these budget cuts year after year. Overall, they will experience an 8% budget cut this program year.

BFWDC Diversity of Funding

Tiffany expanded on the funding diversity that the WDC staff are pursuing. Tiffany shared details on EcSA, H1-B, Career Connect Washington, and Round-2 of QUEST and OHDC. The BFWDC team is making significant efforts to secure this additional funding.

Executive Member Round Table

Due to time constraints and a closed Executive session, good of the order items were tabled.

Adjournment

Todd adjourned the executive committee meeting at 4:40 p.m. for the closed Executive session to commence.

Next Meeting

Executive Committee Meeting – Tuesday, June 27th, 2023, at 4:00 p.m. on ZOOM

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

Respectfully Submitted:

 8/3/2023
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Todd Samuel, Board Chair Date

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 7/27/2023
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Cyndelle Howell, Administrative Assistant Date