

# Benton-Franklin Workforce Development Council

## Quarterly Board Meeting

January 31<sup>st</sup>, 2023, 4:00 p.m. – Zoom.

**Board - Present**

Commissioner Will McKay  
 Todd Samuel  
 Adolfo DeLeon  
 Lynn Ramos-Braswell  
 Bob Legard  
 Carlos Martinez  
 David Phongsu  
 Jennie Weber  
 Richard Bogert  
 Michael Bosse  
 Lori Mattson  
 Lety Torres  
 Kate McAteer

**Board - Excused**

Michael Lee  
 Dennis Williamson  
 Clint Didier  
 Amanda Jones

**Absent**

Karl Dye  
 Alicia Perches

**BFWDC Staff**

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

**Guests**

Crystal Bright  
 Keri Lobdell  
 LoAnn Ayers  
 Michelle Bishop-Gardner  
 Melanie Olson  
 Cami Eakins  
 Kelly Harnish  
 Rebecca Williamson  
 Sonee Kulaga  
 Heather Woodruff  
 Marissa Cox

**Call to Order and Welcome**

Todd Samuel, Chair, called the meeting to order at 4:02 p.m.

Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle reported excused absences and conducted a roll call of the BFWDC Board Members and BFWDC Staff; a quorum was present as defined in the bylaws. Cyndelle welcomed guests and presenters who introduced themselves using the Zoom chat feature.

**Consent Agenda**

Chair Todd Samuel asked members if they wanted any consent agenda items removed for individual consideration or additional discussion. The response was no.

- a. Approval of Board Minutes
  - To approve the October 25<sup>th</sup>, 2022, Quarterly Board Meeting Minutes as presented.
- b. Finance Reports
  - To adopt the BFWDC Finance Reports as submitted for the period ending 11/30/22.
- c. Policies
  - Policy 2023-01 Stevens Amendment
  - Policy 2023-02 Management of Medical & Disability-Related Information
- d. Increase in EcSA Funding
  - Award EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023.

*Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Adolfo de Leon, the second by Lynn Ramos-Braswell, and unanimously carried to approval.*

**BFWDC CEO Presentation**

BFWDC Request for Proposal (RFP) WIOA Title-1B Youth, Dislocated Worker, and Adult grants  
 Tiffany Alviso shared the timeline for the WIOA Title-1B grants, including the release date, the date proposals are due, and the proposed contract period. [WIOA Title-1B Request for Proposal](#). Tiffany informed Board Members of the future need for a standing committee to review the proposals that have been submitted.

Todd Samuel shared his experience on the RFP committee and that being part of this proposal review process gives you an excellent opportunity to get up to speed on the WIOA programs and gain a better understanding. Todd highly encouraged members to volunteer as it is gratifying.

#### **BFWDC Organizational Business Engagement Manager Position**

Tiffany Alviso discussed adding a Business Engagement Manager position to the BFWDC team. With over 70 applicants to the open position, the team selected one professional and presented an offer for employment – Carya Bair will start February 1<sup>st</sup>. Carya has strong business leadership, community connections, and a Workforce Development background.

#### **Outreach to Historically Disadvantaged Communities (OHDC) Media**

Tiffany shared the details of the underway OHDC media campaign, both publications and radio advertisements, in hopes of informing the public about workforce services offered to employers and Job Seekers.

#### **Performance Letter quarter ending September 30<sup>th</sup>, 2022**

Tiffany Alviso informed attendees of the Director of Grants Management and Employment Security Department letter, who complimented our service providers on specific performance indicators listed there. The letter from Mr. Tim Probst was included with the meeting materials to view outcomes, targets, actual performance, and best practices.

#### **Board of Directors**

Tiffany provided an update on Board membership; Jim Smith is retiring (labor position). In preparation for his retirement at the end of February, she met with Nick Bumpaous, the President of the Central Washington Building Trades Council, to recommend a nomination to fill that empty labor seat.

Tiffany also notified the attendees of an open Business seat and is actively networking to fill that empty seat.

#### **Diversification of Funding**

Tiffany provided updates on the EcSA, QUEST, and WWA Workforce Impact resource development. Tiffany shared that last Wednesday (01/25/23), she participated in the first annual Washington Workforce Association, Legislative Day Hill Climb which 17 WWA members were able to connect with 25 different legislators advocating for the workforce system, education, and the need for economic security and the business funding to serve our local employers. Thursday, January 26<sup>th</sup>, Tiffany attended the Tri-City Regional Chamber of Commerce Legislative Day. The emphasis being education, energy, mental health, and transportation. There were approximately 40 participants engaged in conversation with five legislators.

#### **Looking Ahead**

January is the start of the Program Year 22 BFWDC Annual Sub-Recipient Monitoring which covers both program and fiscal monitoring in preparation for the May monitoring.

February 23<sup>rd</sup>, 2023, the BFWDC Board Member Retreat will be held at the Richland Library from 8:30 a.m. - 4:30 p.m. Board members and ex-officio members are welcome.

National Association of Workforce Boards, "The Forum," is being held March 25<sup>th</sup> – 28<sup>th</sup> in Washington, D.C. Tiffany, Jan, David, and Executive Board Member Lynn Ramos-Braswell will attend.

#### **WorkSource Columbia Basin (WSCB) Customer Spotlight**

Crystal Bright welcomed Michelle Bishop Gardner to introduce this month's WSCB Spotlight, Jennifer Krigbaum. Jennifer shared her journey with WSCB and her experiences working with Michelle and Melissa. Jennifer shared that she had to choose a new career path due to a life-changing injury. WSCB was able to pair Jennifer with a Labor and Industries employee due to the nature of her case. Jennifer received vouchers for gas and attire for interviews

and insight on job scanning and resume checkers. Jennifer received practical advice regarding navigating Labor and Industries claims and working with her claims manager. She was very grateful for Marissa and Michelle's ongoing support in finding her "Dream Job" with the USDA Service Agency.

### DEI (Diversity, Equity, Inclusion) Committee

Cynthia Garcia shared details regarding the DEI Committee. The committee comprises leaders with unique backgrounds, experiences, and ways of thinking. Their mission is to promote diversity, equity, inclusion, and access for all community members, not just those they serve. Their meetings are a safe place to have difficult conversations with increased shared understanding to drive our mission forward. The attached DEI infographic includes more information about their objectives, mission, and a list of their current stakeholders. The committee meets four times a year, the next meeting being held in March. For additional information or if you would like to join the committee, please contact Cynthia Garcia.

### Benton and Franklin Counties Community Health Needs Assessment (CHNA) and Improvement Plan (CHIP)

LoAnn Ayers, United Way, welcomed Kelly Harnish, BFHD, to share the recent 2022 CHNA findings and 2023 CHIP timeline. Community Health Needs Assessment (CHNA) helps determine which critical health needs the community will focus on addressing over the next 3-5 years. It is a systematic and shared process for identifying and analyzing community needs and assets throughout Benton and Franklin counties. Community health needs assessment helps to uncover not only needs and resources but the underlying culture and social structure that will help you understand how to address the community's needs and utilize its resources. An assessment will encourage community members to consider the community's assets and how to use them, as well as the community's needs and how to address them. The CHNA assessment comprises interviews with working partners and community collaborators, listening sessions, community surveys, and topic-focused community forums. Kelly Harnish discussed the qualitative and quantitative data as well as demographics. Across Benton and Franklin Counties, Kelly shared the findings on access to healthcare and the use of preventive services, including healthcare provider coverage. Childcare costs and needs were overviewed from Benton, Franklin Counties, and Washington State. Kelly concluded the 2022 CHNA findings covering mental and behavioral health.

### Member Updates & Business Engagement

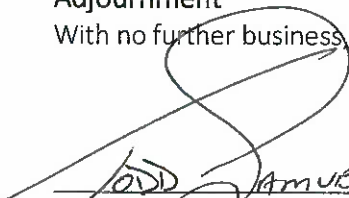
Due to time constraints, no updates were made.

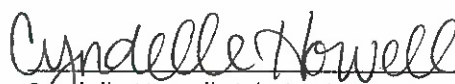
### Next Meeting

Board Retreat – Thursday, February 23<sup>rd</sup>, 2023, from 8:30 a.m. – 4:30 p.m., Richland Library  
Quarterly Board Meeting – Tuesday, April 25<sup>th</sup>, 2023, at 4:00 p.m. via Zoom

### Adjournment

With no further business, Todd adjourned the meeting at 5:07 p.m.

  
Todd Samuel, Chair                      4/27/2023  
Date

  
Cyndelle Howell, Admin. Asst.                      4.25.23  
Date

