



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

February 28th, 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

Dennis Williamson

Absent

Commissioner Didier

Guests

Crystal Bright

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Isaac Estrada

Cyndelle Howell

Carya Bair

Call to Order & Welcome

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

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

January 31st, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Adolfo de Leon motioned to approve the January 31st Executive Committee meeting minutes, and Commissioner McKay seconded; the motion carried unanimously to approval.

Program Funding

Youth Programs Manager Cynthia Garcia provided that Washington State Employment Security Department State ESD is reallocating unspent PY21 (Program Year 2021) Youth program funds to local areas interested in receiving additional funds and in good standing with their expenditures. Our area’s reallocation amount is \$30,799. These funds must be spent entirely by June 30, 2023.

BFWDC staff recommends a motion awarding our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023.

Todd Samuel motioned to award subrecipient Career Path Services an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023, and Adolfo seconded; the motion carried unanimously to approval.

Community Programs Manager Becky Tuno expressed that CPS (Career Path Services) has proposed utilizing a portion of OHDC funds to support a total of 3.25 FTE of direct staff, with 1.5 FTE committed to outreach event planning and execution and 1.75 FTE committed to front-end services at WorkSource Columbia Basin and TC Futures sites. Additionally, funds will support outreach event planning and

execution in partnership with community-based organizations (CBOs). CPS will collaborate closely with the WorkSource Columbia Basin outreach committee and TC Futures; CPS' Community Engagement team will cultivate partnerships with local CBOs that already serve these community groups across Benton and Franklin counties to more effectively and impactfully engage members of each respective community.

BFWDC staff recommends a motion to approve the contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, utilizing sole-source procurement, Effective February 1, 2023.

Adolfo de Leon motioned to approve the contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, utilizing sole-source procurement, Effective February 1, 2023, Todd Samuel seconded; the motion carried unanimously to approval.

Becky Tuno shared that the BFWDC staff recommends contracting with ESD (Employment Security Department) in the amount of \$20,000. These OHDC funds will enable our local SNAP BFET program to provide enough resources in support services to enroll a minimum of 15 additional new customers, with approximately \$1,300 in support services each. ESD will provide job-search training, supervised job-search assistance, case management services, life skills classes, and job retention services through existing resources.

BFWDC staff recommends a motion to approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement.

Adolfo de Leon motioned to approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement, seconded by Todd Samuel; the motion carried unanimously to approval.

Becky Tuno communicated that during the BFWDC's subrecipient monitoring of the CDBG Hunger Relief contract, conducted in late 2022, it was determined that spending performance was an area of concern. As a result, CPS determined that \$84,887 would be left unspent by the end of the contract term of June 30, 2023. This program experienced significant challenges getting additional food bank host sites and, thus, employee placements despite efforts by both CPS and BFWDC staff efforts.

BFWDC staff recommends a motion to approve reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9, 2023.

Todd Samuel motioned to approve the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9, 2023, seconded by Commissioner Will McKay; the motion carried unanimously to approval.

Financial Reports December 2022 – 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 12/31/22 for the corporate entity account. Quarterly, they adjust the accrued vacation that is kept in reserves in the event they need to pay out that vacation to staff. Jan will update that entry and iterated that the total adjustment was insignificant, totaling \$975. The 12-month CD is scheduled for renewal in February 2023. If they don't act, it will automatically renew at the 12-month period. The market rate is presently higher than what Hapo is offering and will investigate other local options and rates to present to the Board. Jan also covered the year-to-date interest reflected in the money market account. Jan shared the year-to-date interest and any expenses not covered by WIOA or other funding sources.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 12/31/22 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account. The QUEST and EcSA grants will be added over the next few months. Jan shared that the QUEST funds are available. This will include an increase to their sub-recipient reimbursements and to their salaries as it added an FTE – Business Engagement Manager. Jan has reclassified OHDC outreach expenses to avoid distorting the WDC supplies line item, so they stay within the rest of their operating budget. She clarified that the OHDC admin fee is an expense of the grant, not the WDC. This is listed under revenue and offsetting within expenses (OHDC Admin fees) as requested by the Department of Commerce.

WSCB: Lastly, Jan discussed the WSCB Partnership and the statement of revenues and expenditures ending 12/31/22. The accounts receivable line reflects a balance as some partners are experiencing turnover in their fiscal departments. The fiscal team continues working with them to ensure they have all the necessary information and are working through this transition. Jan shared that they are just under 50% of their annual budget halfway through the program year.

Board Chair Todd Samuel asked a clarifying question about the business/community expenses line item.

Jan disclosed that this is a line item that the partners requested. This purchasing is left to the partners' discretion for enhancing and assisting their services to the community.

WorkSource System Coordinator Crystal Bright communicated that they are looking to repurchase pre-loaded USBs, which are extremely popular with their customers and within community partnerships. They are preloaded with resume information as well as their menu of services. They are also looking into outreach items and for the Business Service Team to attend events through the end of the year.

BFWDC CEO Report – Tiffany Alviso, CEO

The BFWDC are members of the National Association of Workforce Development Professionals (NAWDP). NAWDP developed the Certified Workforce Development Professional (CWDP) certification using research based on the job requirements of a wide range of workforce development roles. The results have been validated by professionals across the nation in various settings as representative of the skills and competencies required for success in the industry. Tiffany announced that they received communication today that the Youth Programs Manager, Cynthia Garcia, has been certified as a Workforce Development Professional (CWDP). The BFWDC staff will be celebrating Cynthia's achievement.

Tiffany shared that the Washington Workforce Association has been focused on gaining additional funds in our local area and has partnered with the Employment Security Department, which asked for a decision package that was put before the state legislature. As an association, they identified that additional

funding was needed and was able to develop a budget proviso that is currently being considered for an increase of \$5.6 million. If the provision does get passed, it will bring the total to \$13.8 million. Tiffany provided a short debrief on the Board Retreat held on 02/23/23 and asked that Board members reach out if they would like to schedule a one-on-one to debrief further. Six questions were asked that needed additional follow-up during the convening divided among the staff members. This included clarification of committee membership, funding verbiage to be used when speaking with partners and community members, updates on telework and business needs being met at BFWDC, attendance to in-school and out-of-school youth events, and touring WorkSource and TC Futures. Three board priorities for strategic planning were identified – Outreach, Funding, and Board Engagement – these were specific affirmations of the future state of where they want to be as a board and staff to the board. Tiffany shared that they will be looking at these strategies as a team and scoping out how they will move the needle in these identified areas. Tiffany expressed gratitude to those able to join as this work will be relative to future state workforce board requirements, beginning in early spring 2024.

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.

Executive Member Round Table

Jennie Weber shared a good of the order item and wanted to add to the customer count. The Employment Security staff have called in and served over 1200 claimants on reemployment services. That volume of claimants entering the system has helped advance their customer counts.

Tiffany Alviso provided a WIOA RFP update and said one bid was received during their RFP process. An additional bid was acquired outside the deadline that they will not accept.

Adjournment

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

Next Meeting

Executive Committee Meeting – Tuesday, March 21st, 2023, at 4:00 p.m. on ZOOM

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

Revised By Submitted:

Todd Samuel 4/6/2023

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Todd Samuel, Board Chair Date

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Cyndelle Howell 4/6/2023

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Cyndelle Howell, Administrative Assistant Date