



Benton-Franklin Workforce Development Council (BFWDC)

Adult & Employer Linkage (AEL) Committee

October 19, 2023, 4:00 p.m. – WorkSource Columbia Basin Room 9/Zoom Hybrid.

Call to Order

Adolfo de Leon started the meeting by welcoming everyone and called the meeting to order at 4:00 p.m.

Cyndelle read the roll call while everyone responded. She asked guests and system partners joining virtually online to put their names and organizations in the chat and thanked everyone for joining the meeting.

A meeting quorum was present.

AEL Committee Meeting Minutes

August 17 and September 21, 2023, Adult & Employer Linkage Committee meeting minutes were provided for members to review.

Committee Chair Adolfo called for a motion to approve the August and September AEL Committee Minutes as presented.

Todd Samuel motioned to approve the AEL Committee Minutes as presented, seconded by Kate McAteer; the motion was carried unanimously to approval.

Policy 2023-06 Incumbent Worker Training – Jessie Cardwell

Jessie shared that the purpose of this policy is to clarify the criteria by which the Benton-Franklin Workforce Development Council (BFWDC) will determine which employers and workers are eligible for incumbent worker training using Workforce Innovation and Opportunity Act (WIOA) Title I formula funds or statewide Rapid Response funds and the cost-sharing required for incumbent worker training WIOA Section 134 (d)(4)).

Incumbent Worker Training (IWT) under WIOA Title I is designed to either increase the competitiveness of employees and employers or avert employee layoffs. Per WIOA Section 134(d)(4)(A)(i) and 20 CFR 680.780, the BFWDC may reserve and expend up to 20 percent of their combined WIOA Title I Adult and Dislocated Worker formula funds for IWT. The BFWDC may also use WIOA Title I statewide activities funds on Incumbent Worker Training if the Governor has provided those funds for that purpose. Per WIOA Section 134(a)(3)(A)(i), the BFWDC may use state Rapid Response funds provided by the State for incumbent worker training to avert layoffs.

Jessie Cardwell recommended a motion to approve Policy 2023-06 Incumbent Worker Training as presented.

Todd Samuel motioned to approve Policy 2023-06 Incumbent Worker Training as presented, seconded by Kate McAteer; the motion was carried unanimously to approval.

Adult and Employer Linkage Committee Chair – Jessie Cardwell

In October, each board standing committee nominates its leaders who, once approved by the board, will serve as the vice chair at the Benton-Franklin Workforce Development Council. This is an activity that occurs on an annual basis as outlined in the BFWDC bylaws. As always, this is an open election. Adolfo de Leon has offered to continue to serve as vice chair for an additional year.

Jessie Cardwell recommended a motion to approve the Adult and Employer Linkage Committee Chair election of Adolfo de Leon for an additional one-year term.

Motion moved by Todd Samuel, the second by Kate McAteer, and unanimously carried to approval.

Program Performance Update – Jessie Cardwell

The BFWDC received its quarterly performance letter from the Employment Security Department for the quarter ending June 30, 2023. Jessie shared outcomes with targets, actual enrollments, and program placements.

Tim Probst, Grants Manager, stated, “Your commitment to outreach has enabled you to blow past your yearly targets for WIOA Adult program enrollment, exceeding them by nearly 50%. Excellent work! In the WIOA Youth space, congratulations on the amazing success of Future Fest 2023! ESD appreciates the care that TC Futures provides for each young person who is served. Additionally, both your federal and state EcSA programs are exceeding targets for enrollments, training, and spending. Great job!”

Jessie shared that the BFWDC will be recapturing WIOA Title IB Adult and Dislocated Worker funds from the program year 2022, which other areas couldn't spend. They're currently getting those modifications completed at the state level, which will then be released in a week or two.

A discussion was had about OJTs and what the future of those looks like.

She encouraged all to read and review the Program Performance Summaries for the EcSA, Adult and Dislocated Worker, and Quest Programs within the meeting materials.

WorkSource Columbia Basin (WSCB) Update – Heather Woodruff

Heather shared WorkSource operation details included in the meeting materials. She reviewed September WorkSource site operations, including highlights and customer feedback. Heather summarized service delivery, discussing career and business services and community connections. She provided an update on new team members joining the front-end services, BFET support, and case management.

WSCB Front End Services Presentation – Ricardo, Front End Services Manager, WorkSource Columbia Basin
Front End Services Manager Ricardo provided a slide deck for committee attendees. Ric provided an overview of Front End Services' history, staff roles in service delivery, what services are offered, and growth and outcomes. WIOA grant dollars fund Front End Services staff and comprise Career Path Services, Employment Security Department, Senior Community Service Employment Program (AARP), and Opportunities Industrialization Center (OIC). They invest 30 to 35% of their full-time employees into their front end services team as they play a critical role in how WorkSource Columbia Basin operates and the support they provide to the entire system. He shared that services are offered in-person, by telephone, or online via videoconference and are provided one-on-one or in groups or workshops. Ric informed members of services provided to job seekers, employers, workshops, and additional supportive services. Ric provided the primary point of contact for WorkSource Columbia Basin and requested all to reach out with any questions or additional information on Front End Services offered.

Celebrate Champions – All

Jessie Cardwell congratulated Career Path Services on 20 years of service in Benton and Franklin Counties.

Juan Ortiz with the Department of Services for the Blind thanked the staff at WSCB for welcoming him as part of their team and expressed gratitude to those at the center.

Kate McAteer shared that Monday's WSU and CBC Career Fair was a great success. WSU hosts a Career Fair in the Fall, and CBC hosts in the Spring. Kate expressed her gratitude for John, the Career Center Manager, and the collaboration between WSU and CBC.

Round Table/Agency Updates

Cynthia Garcia informed all that the TC Futures Winter Graduation is upcoming Thursday, November 9, at 5:30 PM at The Garden behind TC Futures.

Adolfo de Leon asked for feedback from the committee members about meeting monthly for the remainder of the program year. Board members reflected that they would like to continue to meet monthly as the work being done at TC Futures and WorkSource is critical to the partnership and community. They want to continue discussing challenges, successes, and how they can bridge gaps in the local workforce system.

Next Meeting

- Adult & Employer Linkage Committee: Thursday, November 30, at 4:00 p.m., WSCB Room 8/Zoom
- Quarterly Board Meeting: Tuesday, October 31, at 4:00 p.m. WSCB Room 8/Zoom

Adjournment

With no further business, the meeting was adjourned at 5:02 p.m.

Board Present	Board Excused	Board Absent	BFWDC Staff	Guests
Adolfo de Leon	Michael Lee		Jessie Cardwell	Heather Woodruff
Andrew Cook			Cyndelle Howell	Jason Jansky
Geoff Arends			Cynthia Garcia	Juan Ortiz
Karl Dye				Kayci Loftus
Kate McAteer				Rick Valdez
Todd Samuel				Scott Koopman
				Selma Velagic

Respectfully submitted:

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Adolfo de Leon, Vice-Chair 2/8/2024
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 Adolfo de Leon, Committee Chair Date

DocuSigned by:
Cyndelle A. Howell, Administrative Assistant 2/8/2024
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 Cyndelle Howell, Administrative Assistant Date