



Benton-Franklin Workforce Development Council (BFWDC)

Adult & Employer Linkage (AEL) Committee

September 21, 2023, 4:00 p.m. – WorkSource Columbia Basin/Zoom Hybrid.

Call to Order

Todd Samuel started the meeting by welcoming everyone and called the meeting to order at 4:03 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 not present.

Motion to approve AEL Committee Meeting Minutes

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

The meeting minutes from the August 17, 2023, AEL Committee Meeting will be tabled and carried forward to the next convening in October as a quorum was absent.

WIOA Adult and Dislocated Worker (DW) Update – Jessie Cardwell

The ESD state monitoring unit was onsite in May of 2023, and the state monitors have released the management letter. Then, the BFWDC summarizes our local and state monitoring. Locally, they monitored nine adult and nine dislocated worker files, and no disallowed costs of findings were found. The state comprehensively monitored ten dislocated work files and found no disallowed costs or findings. They also monitored ten adult files for eligibility and supportive services; no disallowed costs or findings were found.

She encouraged all to read the Program Performance Summary for the Adult and Dislocated Worker Program, included in the meeting materials.

QUEST Update – Jessie Cardwell

Jessie shared program highlights as of August 31, 2023, covering year-to-date spending, targets, services provided, and enrollments. She shared effective practices, employment trends, and program strategies.

QUEST and the formula programs are seeing many referrals and discussing ways to slow down enrollments and effectively serve enrolled people. The meet and greets are going exceptionally well but do pose challenges. The caseload is growing, and they now need to pivot the focus to serving those currently enrolled. Strategies between the BFWDC and Career Path Services are being discussed.

Economic Security for All – Becky Tuno

Becky shared the State and Federal cumulative EcSA program performance summary in the meeting packet covering program highlights, total employed exits, and program spending through August 31, 2023. Becky provided EcSA program highlights, including challenges, outreach, partnership efforts, training enrollments, and employed exits. Federal EcSA employed exit outcomes are behind target as customers are working through training courses and have yet to enter employment. Currently, three customers are participating in training services under Federal and State EcSA. Those outcomes will be reported in the coming months.

Business Engagement – Carya Bair

Carya provided an overview of business outreach, events, and highlights through August 31, 2023. She commented

that she has increased employer engagement and collaboration by meeting businesses at their location. Performance factors, including industry sectors, business assessments, and career opportunities, were discussed. Carya encouraged all to review the performance summary for additional details and program highlights.

WorkSource Columbia Basin (WSCB) Update – Crystal Bright

Crystal Bright shared the WorkSource operator report details included in the meeting materials. She emphasized August WorkSource site operations, including highlights and customer feedback. Crystal 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, and case management. They bring a wealth of talent and passion and are willing to step up to serve the customers coming into the center. Crystal provided an update on the center's phone migration to a user-friendly application.

Celebrate Champions – All

Columbia Basin College updated its Library and Resource Center with the addition of a family room and held an open house, which was well attended.

WorkSource hosted a Lamb Weston hiring event that was very successful, where they quoted, "To the Business Services team, you are amazing. The event was a resounding success, and we appreciate your help." The Business Services team received meaningful feedback from the employer survey, and a specific breakdown of hiring outcomes was provided.

Round Table/Agency Updates

Board Portal Technology Deployment – Cyndelle Howell

In moving towards a LEAN business approach, the BFWDC will pilot "Operation Portal Push" from October through December 2023. Technology is such a presence in their world of work, and the BFWDC staff are considering different options to streamline operations. This Board of Directors portal simplifies how Board Members communicate with staff, collaborate, and have instant access to data before board meetings for better-prepared directors.

The staff will be able to prepare and schedule board meetings, attach meeting Agendas, Minutes, and Reports, notify members with calendar invites, and track RSVPs, all managed without email, saving time with less hassle. This Portal will not replace the BFWDC's additional media platforms, such as the website, Facebook/Meta, or LinkedIn.

Special Events

Occasionally, there are events outside board meetings (i.e., retreats, graduations, system partner events, etc.). These special events are inside the Board Director and sync with online Calendars (Google Calendar, Office365 Calendar).

Repository for Documents

Securely store all board meeting documents (i.e., Board Book, Minutes, Agenda, Reports), along with financial documents, board policies, and governance documents, within the editable central repository made accessible to the Board on any device at any time.

Member Directory

Keep track of Board Members with detailed bios, leadership roles, term dates, committees served, and contact information. Board Members can learn more about each member, ensuring enhanced communication and collaboration. *Connect social profiles for a deeper connection with the Board.

Guests

The BFWDC can invite their Auditors, Monitors, Ex-Officio members, system partners and presenters, and staff to participate within the Portal.

News & Announcements

Board Members can stay updated with all important news about the organization. If an emergency arises, members will be notified immediately.

Committee Workspaces

Schedule meetings, track attendance, and share documents for improved teamwork.

Voting, Polling

Whether it is voting for a new board member, a resolution, or a simple poll, the voting module allows multiple question types:

- For, Against, Abstain
- Yes, No
- Single Choice
- Multiple Choice
- Elections

Occupations in Demand List Update – David Chavey-Reynaud

The Employment Security Department's Labor Market & Economic Analysis team once a year produces a list of occupations for local areas to review. The Local Workforce Development Boards can facilitate, record, and submit recommendations based on local demands. The purpose of the Occupations in Demand (OID) Committee is to ensure projections and the current economic state in our area are reflected on the Benton-Franklin OID list for purposes of assisting in allocating training resources. Recommendations are inclusive of Committee Members, Board Members, and System Partners. Including occupations on the in-demand portion of the list enables us to fund training and short-term certificates for local programs. This is a critical process and part of the BFWDC's regional role in determining and ensuring that this list is as accurate as possible and bringing together our partners to ensure that we accurately reflect what occupations are in demand locally.

The OID Committee convened on 08/24/23 to develop this updated list, which was presented and approved during the last Executive Committee. The list has already been submitted to the state. If you want to participate in this important committee, please contact BFWDC staff.

Kate McAteer informed members that there is a clean energy meeting at the federal building in Richland, where they will discuss clean energy development on Sept. 22, 2023.

Crystal Bright shared that Michelle B. Gardner, Vocational Services Specialist, Washington State Dept. of Labor and Industries, Jose Sandoval, Local Veteran Employment Representative, WorkSource Columbia Basin, Maile Wilson, Business Relationship Manager, Abadan, and herself are presenting at the Tri-City Regional Chambers Ask the Experts. Ask the Experts is a series of monthly workshops to educate people on crucial business topics. Hiring: It's a Two-Sided Equation on September 26, 2023, from 3:00 p.m. to 4:30 p.m. Please reach out to Crystal if you are interested in attending.

Cynthia Garcia shared with the committee that TC Futures has expanded their GED testing capacity and will hire a testing specialist to proctor GED tests. This will give more time for case managers to focus on providing other services to the youth.

Next Meeting

- Adult & Employer Linkage Committee: Thursday, October 19, 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 |
|---------------|----------------|--------------|----------------------|--------------------|
| Todd Samuel | Adolfo de Leon | Andrew Cook | David Chavey-Reynaud | Crystal Bright |
| Kate McAteer | Geoff Arends | | Becky Tuno | Rebecca Williamson |
| | Karl Dye | | Carya Bair | Kelly Harnish |
| | Michael Lee | | Cyndelle Howell | Scott Koopman |
| | | | Tiffany Alviso | Keri Lobdell |
| | | | Cynthia Garcia | Selma Velagic |
| | | | Jessie Cardwell | |

Respectfully submitted:

DocuSigned by:
Adolfo de Leon, Vice-Chair
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 Adolfo de Leon, Vice-Chair Date

DocuSigned by:
Cyndelle A. Howell, Administrative Assistant
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 Cyndelle Howell, Administrative Assistant Date