



**Benton Franklin Workforce Development Council (BFWDC)
Executive Committee Minutes**

August 29th, 2023, 4:00 p.m.: WorkSource Columbia Basin Room 7/Zoom Hybrid

Local Elected Officials

Commissioner McKay
Commissioner Didier

Executive Members

Todd Samuel

Executive Members Excused

Amanda Jones
Lynn Ramos – Braswell
Adolfo de Leon

Guests

Crystal Bright

BFWDC Staff

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

BFWDC Staff Excused

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 at 4:04 p.m.

Cyndelle welcomed virtual guests, asking that they communicate their name and organization using the Zoom chat feature.

Minutes

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

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

Program Year 2023 Subrecipient Monitoring Schedule – Tiffany Alviso, CEO

Tiffany overviewed the Subrecipient Monitoring Schedule attached to the meeting packet. This document is a comprehensive summary of the contracts that the BFWDC monitors throughout the program year, providing specific details regarding each contract that our fund source requires.

Tiffany, the BFWDC CEO, recommends a motion to approve the PY23 subrecipient monitoring schedule as presented.

Todd Samuel called for a motion to approve the PY23 subrecipient monitoring schedule as presented.

Commissioner McKay motioned to approve the PY23 subrecipient monitoring schedule as presented, seconded by Todd Samuel; the motion was carried unanimously to approval.

Motion to approve Policy #2023-05: State & Federal EcSA Above 200% FPL – David Chavey-Reynaud

David informed the committee that in recognition of the work that Washington's workforce development system did to alleviate poverty through the Economic Security for All (EcSA) Initiative, Governor Inslee and the Legislature approved a \$6.2 million appropriation of state general funds for Program Year 2022 (Fiscal Year 2023) to be allocated to Local Workforce Development Boards (LWDBs) to expand on the work previously done by local EcSA programs funded by the Governor's WIOA statewide activities funds.

In Program Year 2023 (Fiscal Year 2024), the Legislature and Governor continued to allocate \$6.2 million per year for individuals below 200% of the Federal Poverty Line (FPL) while also providing an additional \$2.6 million per year to serve individuals over 200% of the FPL but at who are at risk of falling into poverty.

This policy is updated and revised accordingly when updated requirements are issued by the U.S. Department of Labor Employment and Training Administration (DOL/ETA).

David Chavey-Reynaud recommends a motion to approve Policy #2023-05: State & Federal EcSA Above 200% Federal Poverty Level.

Commissioner Didier asked a question clarifying the 200% Federal Poverty Level.

David clarified that a single-person income at the 200% FPL annual income is \$27,180. For a family of three, it is approximately \$46,00 per annum.

As presented, Todd Samuel called for a motion to approve Policy #2023-05.

Commissioner McKay motioned to approve Policy #2023-05: State & Federal EcSA Above 200% FPL as presented, seconded by Commissioner Didier; the motion was carried unanimously to approval.

Motion to nominate new Board of Directors member – Tiffany Alviso

Tiffany Alviso provided a professional biography of Mr. Dickson as the successor of Jennie Weber. He comes with a formal nomination from the commissioner of the Employment Security Department. John brings to the BFWDC Board of Directors a breadth of experience and knowledge, and they are looking forward to his contributions to the region and board.

- Representing Government: John Dickson, Regional Director, Employment Connections, ESD

Todd Samuel called for a motion to approve a new Board of Directors member representing the Government sector.

Commissioner McKay motioned to approve the nomination of a new Benton Franklin Workforce Development Council Board of Directors member, John Dickson, and was seconded by Commissioner Didier; the motion was carried unanimously to approval.

Motion to approve Occupations in Demand (OID) Committee Recommendations– David Chavey

David provided that 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 are given the opportunity to 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 and recommends a motion be brought forth to approve the 2023 OID list as presented. The next step is to return the approved OID list to ESD by August 30th.

Todd Samuel called for a motion to approve the OID list as presented.

Commissioner McKay motioned to approve the 2023 Occupations in Demand list as presented, seconded by Commissioner Didier; the motion was carried unanimously to approval.

Financial Reports– Jan Warren, CFO

Cumulative Financial Statement Review as of 06/30/2023

Jan Warren reviewed the BFWDC cumulative financial reports with members, which were included in the meeting materials for the program year ending 2023.

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures ending 06/30/23 for the corporate entity account. The balance sheet was updated to reflect the accrued vacation payable and money market interest earned. The statement of revenues and expenditures reflects the year-to-date interest and the expenses not eligible to be covered by WIOA or other grants, reflecting very few changes.

Main WDC: The balance sheet and the statement of revenue and expenditures ending 06/30/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

For the two Commerce grants (OHDC and CDBG), deposits received were considerably higher than usual; those were the final reimbursements and took a little longer to process. Jan commented that the only accounts significantly over budget are travel and facilities/rent. Apart from travel and training (124%), they are close to budget (95.82% overall). Salaries are on target for the actual expenses included in these line items. The salaries of the payroll taxes are the adjustments for the accrued vacation, so those are expensed each quarter. They are recognizing these trends going into next year's budget and evaluating the value of travel and other activities they participate in. Moving the building lease from a triple net to a gross will help offset the rent and facilities budget line item.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 06/30/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate monthly. Jan shared that they finished this program year with 97% of their annual budget spent. Jan commented on the Equipment and Software line item. Although they incorporated those expenses into the dues and fees, that assessment was budgeted at the amount that it was historically. WSCB had exceeded the purchased assessment count in the last two years and was backcharged.

OHDC People for People Invoices – Tiffany Alviso, CEO

Tiffany Alviso summarized the Outreach to Historically Disadvantaged Communities grant, which wrapped up at the end of June. A local non-profit, People for People (PFP) was allocated \$12,000 for SNAP (Supplemental Nutritional Assistance Program) outreach. PFP submitted reimbursement for two \$1,000 invoices from KUNW-TV for April and May. Due to gaps in information on the submitted documents, BFWDC staff provided technical assistance and requested PFP resubmit the invoices. In August, the supervisor of the coordinator that had left the BFWDC viewed an email that came through in July with the specifics of the invoices complete and ready for processing. Tiffany has received an official memo summarizing what is happening in this regard from the BFWDC COO and has convened several meetings on this topic. She informed all that due to the timing of the closeout that happened with the OHDC grant from commerce and the cycle being shorter than anticipated, they had two different \$1,000 invoices each that needed to be paid. Corporate entity resources were utilized to meet this financial commitment. A drop such as this hasn't occurred historically, nor will it continue to happen. The BFWDC has continuous quality improvements that have built robust mechanisms where the supervisor, once we know that there is either the turning of a close-out contract or the transition of the staff person out of the BFWDC, will have eyes on the shared email or access to that and then following it as well.

David Chavey-Reynaud continued that there were multiple mitigating communication factors. These invoices were initially submitted as a reimbursement rather than as direct payment. There were two days before the deadline, which is why the BFWDC was ultimately responsible for ensuring payments. However, that was after Isaac had ended his tenure, and communication dropped. However, Isaac noted that there were three or four different points of contact at People for People, and wires in communication were often crossed within the organization itself. David had a very productive conversation with the CFO of People for People. They also noted that several practices could optimize how they can improve their communication.

BFWDC CEO Report – Tiffany Alviso, CEO

Program Year 2022 WIOA Management Letter

Tiffany reminded attendees that the Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of the Benton Franklin Workforce Development Council (Benton-Franklin WDC) regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2022 (PY22) during May 2022.

On August 9th, the BFWDC received the official PY22 WIOA Management Letter from Workforce Monitoring Director Greg Ferland, concluding that there were no findings, disallowed costs, or questioned costs in Federal Program Year 2022.

Women in Business Conference

Tiffany shared the details of the Tri-Cities Women in Business Conference, Eastern Washington's largest career and professional development event for women, held on Wednesday, September 27, 2023, from 8:00 AM - 5:00 PM at the Three Rivers Convention Center. This remarkable conference features a lineup of keynote and breakout presentations carefully curated to showcase the expertise of the most exceptional minds in their respective fields. It creates an environment where knowledge is shared, ideas are exchanged, and careers are empowered. Tiffany, Lisa Godwin, Reka Robinson, and Renee Smock will speak on Strategies for Success: Insights from Visionary Leaders. The event also includes the presentation of the prestigious ATHENA Awards, celebrating remarkable women who have helped shape our community through their extraordinary leadership. The Tri-Cities Women in Business Conference is a must-attend event, offering unrivaled value and impact.

Board Portal Deployment – Tiffany Alviso & 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 with each other, 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

Liaison Report – David Chavey-Reynaud, COO

David briefly overviewed the July Liaison report included in the meeting packet. He summarized the traffic at WorkSource Columbia Basin and TC Futures and WIOA program outcomes. Cumulative participants served for federal and state EcSA were discussed. David asked members to review the information in the meeting materials and to reach out if there were any questions.

Executive Member Round Table

Due to time constraints, all good of the order items were tabled for the September Executive committee meeting.

Adjournment

Todd Samuel adjourned the executive committee meeting at 5:10 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, September 26th, 2023, at 4:00 p.m. WSCB Room 7/Zoom

Quarterly Board Meeting – Tuesday, October 31st, 2023, at 4:00 p.m. WSCB Room 8/Zoom

Respectfully Submitted:

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 10/2/2023
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Todd Samuel, Board Chair Date

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 10/2/2023
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Cyndelle Howell, Administrative Assistant Date