

Benton-Franklin Workforce Development Council Quarterly Board Meeting

July 26, 2022, 4:00 p.m. – Zoom

Board - Present

Commissioner Will McKay
Commissioner Clint Didier
Todd Samuel
Adolfo DeLeon
Amanda Jones
Alicia Perches
Bob Legard
David Phongsu
Jamie Rasmussen
Jennie Weber
Karl Dye
Lynn Ramos-Braswell
Michael Lee
Michael Bosse

Board - Excused

Kate McAteer
Dennis Williamson
Paul Randall
Cinthia Alvarez
Jamie Ohl
David Wheeler

Absent

Richard Bogert
Lori Mattson
Jim Smith
Carlos Martinez

BFWDC Staff

Tiffany Alviso
Jan Warren
David Chavey
DeAnn Bock
Cynthia Garcia
Jessie Cardwell
Isaac Estrada
Cyndelle Wood

Guests

Lety Torres
Crystal Bright
Kayci Loftus
Rebecca Williamson
Heather Woodruff
Cami Eakins
Andy Dwonch
Brooke Menter
Lisa Wheeler
Keri Lobdell
Carya Bair
Sara Elkins

Call to Order and Welcome

Todd Samuel, Chair, called the meeting to order at 4:03 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 and leave of absence (Dennis Williamson) and conducted a roll call of the BFWDC Board Members and BFWDC Staff. Cyndelle welcomed guests 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. The response was no.

- A. Approval of April 26, 2022, Quarterly Board Meeting Minutes as presented.
- B. Approval of Finance Reports for the period ending May 2022.
- C. Approval of BFWDC PY22 Budget as presented.

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Michael Lee, the second by Commissioner Didier, and carried to approval.

BFWDC Organizational Update

Tiffany Alviso discussed personnel changes that have happened within BFWDC and discussed the provided updated organizational chart. Jessie Cardwell has internally filled the Workforce Programs Manager position, and the Administrative Assistant position has been filled by Cyndelle Wood, who will report to DeAnn Bock. We have also filled the Community Programs Manager – new hire starts 8/1/22. Cynthia is referenced twice within the organizational chart – she has local Equal Opportunity (EO) responsibilities that contribute to 20% of her time, and the other 80% is spent with program management and reports to David.

Bylaw Edit/Update

Tiffany Alviso presented the Bylaw edits based on the feedback received by the Department of Labor during monitoring for consideration and motion.

Article VIII:

Section 2: Duties of the committee have been updated to reflect the recommendations of the State. The Chairman of the Board will select and hire the Executive Director and annually conduct a performance appraisal of the Executive Director at the Full-Board level.

Section 8.1: Quorum was defined as it applies to standing, temporary, and advisory committees.

Section 11.2: Hiring, dismissal, and other personnel actions concerning the Chief Executive Officer shall be the responsibility of the Chairman with the approval of the Board.

Chair Todd Samuel called for a motion to approve the Bylaw revisions as presented. Motion moved by Michael Bosse, the second by Alicia Perches, and carried to approval.

Title I-B PY22 Adult and Youth Sole Source Procurement Memo

Tiffany Alviso reviewed the detailed memo that was provided in the meeting packet. In summary, Staff to the board are recommending we utilize the sole source procurement option as the competitive procurement by our local policy that allows us to offer this PY22 contract.

Chair Todd Samuel called for a motion to approve the sole source procurement for the PY22 Adult contract, utilizing Career Path Services as the service provider. Motion was moved by Michael Lee, the second by Alicia Perches, and carried to approval.

Jennie Weber recused from motion.

Chair Todd Samuel called for a motion to approve the sole source procurement for the PY22 Youth contract, utilizing Career Path Services as the service provider. Motion moved by Michael Lee, seconded by Bob Legard, and carried to approval.

Jennie Weber recused from motion.

E-Vote Summary

The Bylaws of the Benton Franklin Workforce Development Council (BFWDC) reference that:

6.6 Action by Directors without a Meeting. Any action which is taken at a meeting of the Board or of any committee appointed by the Board may be taken by e-vote. The e-vote is to be sent out and collected by the board secretary. Results will be kept with the meeting minutes of that month.

Tiffany Alviso discussed the electronic votes that were disbursed last quarter to Board members; three Title IB formula contracts (Adult, Youth, Dislocated Worker), One-Stop Operator (PY21 & PY22), and Economic Security for All (State – Round 3). All motions passed unanimously.

WorkSource Columbia Basin Customer Spotlight

Crystal Bright, WSCB, presented this quarter's customer spotlight, which was focused on partnership with a local health care provider – DaVita Kidney Care Guests - Katie McRae and Alyssa Shoemaker. Video/Interview was played for Board Meeting attendees – overviewing their experience and outcomes in utilizing WorkSource Columbia Basin during their virtual Healthcare Job Fair.

BFWDC Local Plan Approval for PY20-PY24

A letter was received from Eleni Papadakis, Executive Director of the Workforce Training and Education Coordinating Board. She articulates that our local plan that covers the program years 2020 through 2024 has been approved by her board of directors. This is a mandated process through the Workforce Innovation Opportunity Act.

BFWDC Board Membership

Tiffany Alviso informed Board Members of the onboarding of new Board Member – Lety Torres from Berkshire Hathaway, who will be representing Business. Lety is a respected realtor in the Tri-Cities and has a breadth of knowledge in workforce development.

Several Board members are coming to the end of their three-year terms and are due for renewal. Tiffany will be reaching out to those individuals to see if they want to serve an additional term.

Member Updates & Business Engagement

Michael Lee, Columbia Basin College shared that CBC has hired a Workforce Education Center outreach and training specialist who will be spending her time at WorkSource.

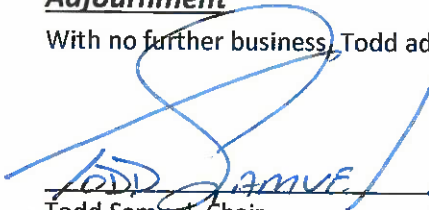

Todd Samuel, Chair, reminded attendees that BFWDC has a donate button on their website and to think about donating to Benton Franklin Workforce Development Council to help us try to meet the needs of community members.

Next Meeting

Quarterly Board Meeting – Tuesday, October 25, 2022, at 4:00 p.m. via Zoom

Adjournment

With no further business, Todd adjourned the meeting at 5:01 p.m.

	
Todd Samuel, Chair	Cyndelle Wood, Admin. Asst.

10/26/2022 10/26/22