



Benton – Franklin Workforce Development Council (BFWDC)

Executive Committee Meeting

Tuesday, May 30th, 2023, at 4:00 p.m. Zoom

Please note – This meeting is being recorded for record-keeping and quality assurance purposes.

Promoting a prosperous community by providing a progressive workforce system

AGENDA

- I. Call to Order & Welcome- Todd Samuel
 - a. Board Member/BFWDC Staff Roll Call & Excused Absences – Cyndelle Howell
 - b. Visitor/Presenter Welcome – Todd Samuel
- II. Approval of Committee Minutes - Todd Samuel
 - a. Executive Committee – Tuesday, April 25th, 2023 (Needs a vote)
- III. April eVote follow-up
 - a. Motion to approve Board of Directors member re-election.
 - i. Representing Business: Lynn Ramos – Braswell, Gesa
 - ii. Representing Business: Lori Mattson, Tri-City Regional Chamber
- IV. BFWDC Board of Directors Strategic Priority & Planning – Tiffany Alviso
- V. March Finance Reports - Jan Warren
- VI. Liaison Report – David
- VII. BFWDC CEO Report – Tiffany Alviso
- VIII. Closed Executive Session – Tiffany Alviso
- IX. Executive Member Round Table – All
- X. Next Meeting
 - a. Executive Committee Meeting – Tuesday, June 27th, 2023, at 4:00 p.m. on Zoom
 - b. Board Meeting – Tuesday, July 25th, 2023, at 4:00 p.m. on Zoom/WSCB

Attachments

1. 2023.04.25 Executive Committee Minutes
2. 2023.04 eVote Summary
3. 2023 BFWDC Board of Directors Strategic Priority & Planning Final Draft
4. 2023.03 Finance Reports
5. 2023.04 Liaison Report
6. 2022.04 Liaison Report
7. 2023.04 WorkSource Operator Monthly Report
8. 2023.04 TC Futures Report

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

The Benton-Franklin Workforce Development Council is an equal-opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes
 April 25th, 2023, 3:15 p.m. Zoom

Local Elected Officials

Commissioner Didier

Executive Members

Todd Samuel

Lynn Ramos – Braswell

Board Members

Jennie Weber

Excused

Adolfo de Leon

Amanda Jones

Absent

Commissioner McKay

Guests

Crystal Bright

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Cyndelle Howell

BFWDC Staff Excused

Isaac Estrada

Carya Bair

Call to Order & Welcome

Todd Samuel called the meeting to order at 3:16 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

March 21st, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Todd Samuel motioned to approve the February 28th Executive Committee meeting minutes, and Commissioner Clint Didier seconded; the motion carried unanimously to approval.

Board of Directors Elections and Re-Elections

BFWDC CEO Tiffany Alviso recommends a motion to nominate new BFWDC Board of Directors members and re-elections.

- Representing Government: Jessica Rusch, DSHS
- Representing Labor: Andrew Cook, Southwest Washington Northeast Oregon JATC
- Representing Labor: Geoff Arends, LU112-NECA Electrical JATC

Lynn Ramos-Braswell motioned to approve the nomination of new Benton Franklin Workforce Development Council Board of Directors members and was seconded by Commissioner Clint Didier; the motion was carried unanimously to approval.

Motion to approve Board of Directors member re-election.

- Representing Business: Lori Mattson, Tri-City Regional Chamber
- Representing Business: Lynn Ramos – Braswell, Gesa.

Board of Directors member re-elections moved to eVote as a voting member will need to recuse from the motion.

Program Funding

Program Manager Jessie Cardwell shared that Washington State Employment Security Department (ESD) is reallocating unspent Rapid Response funds to local areas interested in receiving additional funds for their Dislocated Worker programs. They are in good standing with their expenditures. The area's reallocation amount is \$42,507, which must be spent fully by June 30, 2024. Because they can use these funds until June 2024, \$13,309 will be applied to PY22, and the rest, \$29,198, will be applied to PY23 to help increase funds for the first quarter when there is a cap.

BFWDC staff recommends increasing Career Path Services PY22 WIOA Title IB contract by an additional \$13,309 beginning April 10, 2023, bringing the contract total to \$773,072.

Todd Samuel motioned to award the WIOA Title IB Dislocated Worker Subrecipient Contractor, Career Path Services, an additional \$13,309, bringing the total contract amount to \$773,072, Effective April 10th, 2023, and Lynn Ramos-Braswell seconded; the motion carried unanimously to approval.

Board Member Jennie Weber was recused.

Financial Reports February 2023 and Budget Revision – 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 02/28/23 for the corporate entity account. The balance sheet shows little activity; money market interest earned.

Todd Samuel asked Jan if funds have been coming in from the "donate" button on the BFWDC website <https://www.bentonfranklinwdc.com/donate>. Jan shared that there haven't been any additional reported donations.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 02/28/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account. Jan commented that a negative balance was reflected on the checking account, but they have confirmation that the money was coming. Towards the last part of February, they had their board retreat, a holiday, and with February being a short month, some of those grant requests were processed on March 1st.

Jan presented the PY22 budget revision (contained in the meeting materials), including PY21 funds, reallocated EcSA funds, OHDC outreach, and CDBG grant revision, recommending a motion be brought forth to approve as presented. Jan summarized that actual events prompted this revision, which doesn't affect the overall budget or spending. It's just moving some costs from one line item to another.

Todd Samuel motioned to approve the PY22 Budget Revision as presented and was seconded by Lynn Ramos-Braswell; the motion was carried unanimously to approval.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 02/28/23. Jan presented the balance sheet and reflected that these are very

consistent expenses, which usually don't fluctuate monthly. Jan shared that they are at 62% of their annual budget this program year and are on target and where expected.

BFWDC CEO Report – Tiffany Alviso, CEO

National Association of Workforce Boards (NAWB) Conference "The Forum"

Tiffany Alviso provided a recap of the NAWB Conference, "The Forum," attended by the C-Suite Team (Jan Warren, David Chavey-Reynaud, and Tiffany Alviso) and Board Member Lynn Ramos-Braswell, at the end of March. She shared that over 1500 workforce leaders attended and generated \$20,000 in economic impact in Washington, DC. They had the opportunity to meet with the Department of Labor and participate in a DOL convening covering Region 6. With this, the WWA will work with Annie Leonetti, the DOL head of Region 6, to facilitate additional meetings. There were 150 speakers this year, which provided solid conference content. Tiffany discussed their Hill Climb and that the team met with Senator Cantwell, Senator Murray's staff, the Washington State delegation, and Congressman Newhouse. They then attended the Western caucuses reception.

BFWDC Strategic Plan

Tiffany shared the progress being made on the BFWDC Strategic Priority development. During the board retreat in February, the key areas of outreach, funding, and board engagement were identified as growth areas, and they have developed strategies underneath. They have been scoping out how to move the needle as a team. The document is almost in its final draft form. The draft document will be sent out to the board members by the end of this week (04/28/23). The Board of Directors will be able to review it and provide feedback. As a team, they will identify the team members responsible for action items and timeframes. The identified priority areas and actions will be presented to the Board of Directors, starting with the Executive Committee, and finalized afterward.

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 were reviewed, including site placements, referrals, and program targets. 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 and the Board of Directors meeting immediately following, good of the order items were tabled for the Board of Directors meeting.

Adjournment

Todd adjourned the executive committee meeting at 3:57 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, May 30th, 2023, at 4:00 p.m. on ZOOM

Quarterly Board Meeting – Tuesday, July 25th, 2023, at 4:00 p.m. via Hybrid Zoom/WSCB

Respectfully Submitted:

Todd Samuel, Board Chair

Date

Cyndelle Howell, Administrative Assistant

Date



TO: BFWDC Executive Committee Board Members
FR: Cyndelle Howell
RE: **PY22_EV_012-013**
Cc: Records Retention

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.

On *April 25*, the motion below was disseminated electronically to the voting Executive Committee members of the BFWDC.

- 1. Motion to approve the re-election of Lynn Ramos-Braswell representing Business.*
- 2. Motion to approve the re-election of Lori Mattson representing Business.*

A quorum of the voting membership of the BFWDC participated. The results are as follows:

First: Amanda Jones Second: Commissioner Will McKay

Total "Yes": 4 Total "No": 0

Total Abstain: 1 Motion Passed: X

- ❖ Responses of individual members are kept securely on the BFWDC shared drive.
- ❖ This document will be shared at the May 30th, 2023, BFWDC Executive Committee Meeting.



BFWDC Board of Directors Strategic Priority & Planning Areas

Listed below are the Benton-Franklin Workforce Development Council (BFWDC) Board of Directors' strategic priority/objectives and associated planning areas for July 1, 2023, through June 30, 2025. The BFWDC Board of Directors will collaborate with staff to make the accomplishment of these objectives a priority during the next 24 months and will regularly review the status of progress at our Board meetings.

I. Outreach

- 1. Objective: The BFWDC knows what our region's businesses want and need to be more successful.**
 - a. Assess local workforce development in-demand positions in Benton and Franklin Counties, then convene professionals for stakeholder review of the assessment & planning for the next steps.
 - b. Host local sector-specific round tables starting with most in demand and translate employer needs into action plans for our system.
 - c. Inventory training (including apprenticeship/educational opportunities) in our local area with employer pipeline requirements; create a roadmap for easy reference.
- 2. Objective: The community knows what the BFWDC and our Workforce System offers.**
 - a. Implement Workforce Wednesday's media features.
 - b. Increase media engagement year-over-year.
 - c. Produce elevator speech for board members to use when representing the BFWDC.
 - d. Collaborate with partners and stakeholders to bring subject matter expertise to our area.
 - e. Create a communication channel by sharing "Where are they now" to demonstrate system investment and success.

II. Funding

- 1. Objective: The BFWDC coordinates with partners to acquire and distribute unrestricted funding.**
 - a. Determine service gaps that would benefit from unrestricted funding annually via feedback from the local workforce system.
 - b. Identify areas within financial institutions and philanthropic organizations for tangible presentation, application, and bid opportunities.
 - c. Understand what other Workforce Investment Boards (WIBs) are doing (regionally/nationally) to successfully secure unrestricted funds and incorporate them into our processes.

- d. Board members identify opportunities in their networks for pursuing unrestricted funds. Share any lessons learned on how to be successful.

2. Objective: The Board helps advocate for additional funding – grant research.

- a. Survey who can do what in accordance with their employer’s guidance.
 - i. Letter of Support
 - ii. Legislative Testimony
 - iii. Media
- b. Create a call list by topic and board member to ensure quick response time.
 - i. Board member expertise inventory database

III. Board Engagement

1. Objective: Committee expansion to include non-board (Ex-Officio) members.

- a. Identify what subject matter expertise is missing from our board meetings using facilitated conversation at board committees.
- b. Recruit and officially seat additional Ex-Officio board members.

2. Objective: The Board self-assesses, participates, and knows expectations.

- a. Dissemination of a user-friendly self-assessment tool with 100% board participation and share results.
- b. Build BFWDC Board Delegation at National Association of Workforce Boards (NAWB) to include hill climb with Workforce Innovation & Opportunity Act (WIOA) advocacy with Washington State representatives.
- c. Board 101 meetings and facilities tours – All Board members complete facilitated tours of WorkSource Columbia Basin (WSCB) and Tri-Cities (TC) Futures.

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 10 - Corporate Entity
 As of 3/31/2023

| | | Current Period Balance |
|----------------------------------|------|---------------------------|
| Asset | | |
| Cash (Checking Acct - CE) | 1110 | 1,616.35 |
| Corporate Entity MM Account | 1111 | 46,292.62 |
| CE 12 month CD | 1112 | 52,794.63 |
| Accounts Receivable | 1200 | <u>12,645.51</u> |
| Total Asset | | <u><u>113,349.11</u></u> |
| Liabilities | | |
| Accounts Payable (AP System) | 2000 | 299.16 |
| Pending transfer | 2001 | 389.79 |
| Accrued Vacation Payable | 2500 | 87,202.41 |
| Due to/from other funds | 2990 | <u>(32,000.00)</u> |
| Total Liabilities | | <u><u>55,891.36</u></u> |
| Net Assets | | 57,457.75 |
| Total Liabilities and Net Assets | | <u><u>113,349.11</u></u> |

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Corporate Entity
From 7/1/2022 Through 3/31/2023
(In whole numbers)

| | <u>Current Period Actual</u> | <u>Current Period Budget</u> | <u>Percentage of current period</u> | <u>Annual Budget</u> | <u>Percentage of Total Budget</u> |
|--|----------------------------------|----------------------------------|---|--------------------------|---|
| Revenue | | | | | |
| Interest/Program Income | 266 | 0 | 0.00% | 0 | 0.00% |
| Donations/Contributions (unrestricted) | 0 | 0 | 0.00% | 0 | 0.00% |
| Total Revenue | <u>266</u> | <u>0</u> | <u>0.00%</u> | <u>0</u> | <u>0.00%</u> |
| Expenses | | | | | |
| Supplies, Furniture, Equipment | 24 | 0 | 0.00% | 0 | 0.00% |
| Advertising and Outreach | 279 | 0 | 0.00% | 0 | 0.00% |
| Dues, Fees and Subscriptions | 138 | 0 | 0.00% | 0 | 0.00% |
| Non WIOA Expenses | 390 | 0 | 0.00% | 0 | 0.00% |
| Total Expenses | <u>831</u> | <u>0</u> | <u>0.00%</u> | <u>0</u> | <u>0.00%</u> |
| Net Surplus/ (Deficit) | <u><u>(565)</u></u> | <u><u>0</u></u> | <u><u>0.00%</u></u> | <u><u>0</u></u> | <u><u>0.00%</u></u> |

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 20 - WDC Main
 As of 3/31/2023

| | | Current Period Balance |
|----------------------------------|------|---------------------------|
| Asset | | |
| Cash (Bank Acct - WDC) | 1120 | 11,489.01 |
| Accounts Receivable | 1200 | 389.79 |
| CDBG Receivable | 1201 | 58,511.33 |
| AR OHDC | 1202 | 39,187.02 |
| Receivable (Grants) | 1300 | 340,583.57 |
| Total Asset | | 450,160.72 |
| Liabilities | | |
| Accounts Payable (AP System) | 2000 | 409,108.82 |
| Due to/from other funds | 2990 | 32,000.00 |
| Total Liabilities | | 441,108.82 |
| Net Assets | | 9,051.90 |
| Total Liabilities and Net Assets | | 450,160.72 |

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
20 - WDC Main
From 7/1/2022 - 3/31/2023
(In Whole Numbers)
Excel spreadsheet with Budget

| | Current Period Actual | Current Period Budget | Percentage of current period | Annual Budget | Percentage of Total Budget |
|--|--------------------------|--------------------------|---------------------------------|------------------|-------------------------------|
| Revenue | | | | | |
| Grant/Contract Revenue | 3,078,745 | 3,055,260 | 100.77% | 4,202,875 | 73.25% |
| Interest | 10 | 0 | 0.00% | 0 | 0.00% |
| OHDC Admin revenue | 23,301 | 0 | 0.00% | 0 | 0.00% |
| Misc/Other Revenue | 412,269 | 476,853 | 86.46% | 755,804 | 54.55% |
| Total Revenue | 3,514,325 | 3,532,113 | 99.50% | 4,958,679 | 70.87% |
| Expenses | | | | | |
| Sub-Recipient Reimbursements | 2,360,516 | 2,511,403 | 93.99% | 3,348,537 | 70.49% |
| Rent and Facilities | 47,861 | 41,502 | 115.32% | 61,122 | 78.30% |
| Salaries and Wages | 614,703 | 609,255 | 100.89% | 818,675 | 75.09% |
| Payroll Taxes and Benefits | 162,476 | 173,130 | 93.85% | 252,888 | 64.25% |
| Non-WIOA reimbursement | (390) | 0 | 0.00% | 0 | 0.00% |
| Professional Services and Contracts | 48,261 | 54,860 | 87.97% | 75,650 | 63.80% |
| TC Futures | 45,870 | 48,750 | 94.09% | 65,000 | 70.57% |
| Travel and Training | 49,984 | 44,800 | 111.57% | 46,320 | 107.91% |
| Supplies, Furniture and Equipment | 9,375 | 11,250 | 83.33% | 13,900 | 67.45% |
| Equipment and Software - Lease and Maintenance | 9,121 | 9,105 | 100.18% | 28,685 | 31.80% |
| Communications (Telephone, Postage and Internet) | 1,825 | 2,970 | 61.45% | 3,960 | 46.09% |
| Insurance | 7,679 | 7,679 | 100.00% | 7,679 | 100.00% |
| OHDC Outreach | 116,340 | 0 | 0.00% | 218,854 | 53.16% |
| OHDC Admin fees | 23,301 | 0 | 0.00% | 0 | 0.00% |
| Dues, Fees and Subscriptions | 17,403 | 17,409 | 99.97% | 17,409 | 99.97% |
| Total Expenses | 3,514,325 | 3,532,113 | 99.50% | 4,958,679 | 70.87% |
| Net Surplus/ (Deficit) | (0.00) | 0.00 | 0.00% | 0.00 | 0.00% |

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 30 - WSCB Partnership
 As of 3/31/2023

| | | Current Period Balance |
|---|------|---------------------------|
| Asset | | |
| Cash (Bank Acct - WSCB) | 1130 | 52,324.04 |
| Accounts Receivable | 1200 | 2,244.34 |
| Total Asset | | 54,568.38 |
| Liabilities | | |
| Accounts Payable (AP System) | 2000 | 6,605.33 |
| Deferred Revenue | 2600 | 748.00 |
| Total Liabilities | | 7,353.33 |
| Net Assets | | 47,215.05 |
| Total Liabilities and Net Assets | | 54,568.38 |

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30-WSCB Partnership From 7/1/2022-3/31/2023

(In Whole Numbers)

| | <u>Current Period Actual</u> | <u>Current Period Budget</u> | <u>Percentage of current period</u> | <u>Annual Budget</u> | <u>Percentage of Total Budget</u> |
|---|----------------------------------|----------------------------------|---|--------------------------|---------------------------------------|
| Revenue | | | | | |
| Partner Revenue | 171,805 | 171,814 | 99.99% | 229,085 | 75.00% |
| IFA Adjustments | 0 | 0 | 0.00% | 0 | 0.00% |
| Sub-Lease Revenue | 117,741 | 117,740 | 100.00% | 156,987 | 75.00% |
| Employee Recognition Non-Operating Income | 903 | 0 | 0.00% | 0 | 0.00% |
| Total Revenue | <u>290,449</u> | <u>289,554</u> | <u>100.31%</u> | <u>386,072</u> | <u>75.00%</u> |
| Expenses | | | | | |
| Rent and Facilities | 264,010 | 262,842 | 100.44% | 352,177 | 74.97% |
| Supplies, Furniture and Equipment | 6,048 | 12,600 | 48.00% | 16,200 | 37.33% |
| Employee Recognition | 862 | 0 | 0.00% | 0 | 0.00% |
| Equipment and Software - Rental and Maintenance | 4,887 | 1,200 | 407.25% | 1,200 | 407.25% |
| Managed Print | 80 | 5,040 | 1.59% | 6,720 | 1.19% |
| Business/Community | 3,783 | 3,825 | 98.90% | 5,000 | 75.66% |
| Dues, Fees and Subscriptions | 3,054 | 3,575 | 85.43% | 4,775 | 63.96% |
| Total Expenses | <u>282,725</u> | <u>289,082</u> | <u>97.80%</u> | <u>386,072</u> | <u>73.01%</u> |
| Net Surplus/ (Deficit) | <u>7,724</u> | <u>472</u> | <u>0.00%</u> | <u>0</u> | <u>0.00%</u> |

Vision

The Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential



Mission

Promoting a prosperous community by providing a progressive workforce system

Benton-Franklin Workforce Development Council (BFWDC) is one of the twelve (12) local/regional workforce development areas designated by the Governor of Washington State. The BFWDC coordinates and leverages workforce investments and strategies with stakeholders from education, economic development, labor and community-based organizations to advance the economic health of their respective communities through a skilled and competitive workforce

April 2023 Liaison Report

Program Year July 2022-June 2023



A proud partner of the AmericanJobCenter network

Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 790 (-73)
Total Staff Assisted Services to Job Seekers: 1770 (-214)
Unique Number of Businesses Served: 50 (-16)
Staff Provided Business Services: 111 (-40)

For More information contact 509-734-5900 or visit WorkSourceWA.com



Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Total Youth Enrolled (YTD): 607 (+63)
Out-of-School Youth (OSY) Program (YTD): 205 (+17)
Co-enrolled in Both Programs: 55 (+6)
Total Youth attained GED: 51 (+3)
Total OSY Employed and/or Post-Secondary Exits: 88 (+13)

For more information contact 509-537-1710 or visit TCFutures.org

Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

Youth * Adult * Dislocated Worker/Rapid Response * QUEST

Total Participants Served (YTD): 571
Monthly-to-Date Target: 480 (119%)

Total Employed Exits (YTD): 206
Monthly-to-Date Target: 252 (82%)

Additional BFWDC Programs

Economic Security for All (FEDERAL EcSA)

Participants Served (YTD): 159 Monthly-to-Date Target: 145
Total Employed Exits: 51 Monthly-to-Date Target: 80

Economic Security for All (STATE EcSA)

Participants Served (YTD): 65 Monthly-to-Date Target: 47
Total Employed Exits: 28 Monthly-to-Date Target: 30

Community Development Block Grant (CDBG)

Site Placements: 9 Program Target: 12
Low/Middle Income Served: 119,569 Program Target: 40,000

Outreach to Historically Disadvantaged Communities

Referrals Made: 804 Monthly-to-Date Target: 750
Customers Reached: 5837 Program Target: 1,110

NOTE: WorkSource is fully open to the public (including appointments, workshops, and walk-ins). Please visit WorkSourceWa.com or TCFutures.org for a full menu of services and/or to schedule an appointment.

The Benton-Franklin Workforce Development Council is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay: 711

Benton-Franklin Workforce Development Council (BFWDC)

Benton and Franklin County Business Demands (March)

Employment Security Department Labor Market Information

Source: <https://esd.wa.gov/labormarketinfo>

Benton County Unemployment: 5.2%

Franklin County Unemployment: 7.2%

| Tri-Cities Employment (March 2023) | Jobs | MoM | % Change | YoY(21) | % Change | COVID Recovery |
|--|--------|-------|----------|---------|----------|----------------|
| Total Nonfarm | 125300 | 800 | 0.6% | 4,200 | 3.5% | 164% |
| Total Private | 105500 | 700 | 0.7% | 3,400 | 3.3% | 168% |
| Goods Producing | 19900 | 300 | 1.5% | 1,000 | 5.3% | 173% |
| Mining, Logging, and Construction | 10500 | 200 | 1.9% | (200) | -1.9% | 91% |
| Manufacturing | 9400 | 100 | 1.1% | 1,200 | 14.6% | 400% |
| Service Providing | 105400 | 500 | 0.5% | 3,200 | 3.1% | 163% |
| Private Service Providing | 85600 | 400 | 0.5% | 2,400 | 2.9% | 167% |
| Trade, Transportation, Warehousing and Utilities | 21600 | 200 | 0.9% | 200 | 0.9% | 253% |
| Retail Trade | 14300 | 200 | 1.4% | 100 | 0.7% | 175% |
| Financial Activities | 4300 | - | 0.0% | - | 0.0% | 100% |
| Professional and Business Services | 22500 | (100) | -0.4% | 700 | 3.2% | 300% |
| Administrative and Support Services | 12300 | - | 0.0% | 200 | 1.7% | 500% |
| Educational and Health Services | 20300 | 200 | 1.0% | 1,000 | 5.2% | 282% |
| Leisure and Hospitality | 12600 | 100 | 0.8% | 400 | 3.3% | 116% |
| Food Services | 9900 | 100 | 1.0% | 200 | 2.1% | 130% |
| Government | 19800 | 100 | 0.5% | 800 | 4.2% | 127% |
| Federal Government | 1200 | - | 0.0% | - | 0.0% | 100% |
| Total State Government | 2900 | - | 0.0% | (100) | -3.3% | -50% |
| Total Local Government | 15700 | 100 | 0.6% | 900 | 6.1% | 167% |

Other News

- WorkSource Columbia basin has a 30 second ad which is being featured on FOX/Telemundo during the months of April and May. We received 80 free spots, including prime, local news and daytime airings, as part of their requirement to provide Public Service Announcements (PSAs) at no cost for non profits
- Through the OHDC grant WorkSource was able to add capacity within Front End Services (FES), including additional one on one appointments and a new onsite workshop: Dignified Work.
- WorkSource added an onsite workshop to our local menu: Dignified Work. This is a modified version of the pilot offered historically and is a program that gives confidence to the job seeker to find living-wage employment in their desired professional field. It is a 3-week program that finishes with a Soft Skills Certificate, speaks to mental health, and focuses on services such as resume building and interview prep. Customers also learn to speak to their lived experiences as strengths/assets for the roles they apply for through use of the WholeStory application.
- The Business Services Team is seeing an increase in requests to host in person events. They are working closely with employers to support them in hosting successful events, both onsite at WSCB, as well as at other venues/community locations when they are a better fit.

For up-to-date information please follow BFWDC, WorkSource, and/or TC Futures on Facebook.

Questions about this report?
Contact David Chavey-Reynaud
Phone: 509-734-5988

Email: dchavey@bf-wdc.org
www.bentonfranklinwdc.com
Contact us at 509-734-5988



The Benton-Franklin Workforce Development Council is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay: 711

Vision

The Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential



Mission

Promoting a prosperous community by providing a progressive workforce system

Benton-Franklin Workforce Development Council (BFWDC) is one of the twelve (12) local/regional workforce development areas designated by the Governor of Washington State. The BFWDC coordinates and leverages workforce investments and strategies with stakeholders from education, economic development, labor and community-based organizations to advance the economic health of their respective communities through a skilled and competitive workforce

April 2022 Liaison Report

Program Year July 2021-June 2022



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Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 646 (-557)
Total Staff Assisted Services to Job Seekers: 1640 (-1011)
Unique Number of Businesses Served: 100 (+11)
Staff Provided Business Services: 180 (+24)

For More information contact 509-734-5900 or visit WorkSourceWA.com



Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Traffic: 494 (-39)
TC Futures Total Youth Enrolled (YTD): 504 (+97)
Out-of-School Youth (OSY) Program (YTD): 211 (+14)
Co-enrolled in Both Programs: 77 (+4)
Total Youth attained GED: 44 (+5)
Total OSY Employed and/or Post-Secondary Exits: 79 (+4)

For more information contact 509-537-1710 or visit TCFutures.org

Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

*Youth * Adult * Dislocated Worker * Disaster Recovery * Employment Recovery*

Total Participants Served (YTD): 636

Monthly-to-Date Target: 643 (99%)

Total Employed Exits (YTD): 249

Monthly-to-Date Target: 331 (75%)

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 96

Monthly-to-Date Target: 87

Total Employed Exits: 15

Monthly-to-Date Target: 15

Community Development Block Grant (CDBG)

Site Placements: 6

Monthly-to-Date-Target: 3

LMI Served: 18,263
(Low-Moderate Income)

Program Target: 40,000

NOTE: WorkSource is fully open to the public (including appointments, workshops, and walk-ins). Please visit WorkSourceWa.com or TCFutures.org for a full menu of services and/or to schedule an appointment.

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Benton-Franklin Workforce Development Council (BFWDC)

Benton and Franklin County Business Demands (March)

Employment Security Department Labor Market Information

Source: <https://esd.wa.gov/labormarketinfo>

Benton County Unemployment: 5.4%

Franklin County Unemployment: 7.4%

| Tri-Cities Employment (March 2022) | Jobs | MoM | % Change | YoY(21) | % Change | COVID Recovery |
|--|--------|-------|----------|---------|----------|----------------|
| Total Nonfarm | 119800 | 700 | 1% | 5,800 | 5% | 115% |
| Total Private | 100900 | 700 | 1% | 5,000 | 5% | 123% |
| Goods Producing | 19000 | 400 | 2% | 900 | 5% | 113% |
| Mining, Logging, and Construction | 10600 | 300 | 3% | 100 | 1% | 100% |
| Manufacturing | 8400 | 100 | 1% | 800 | 11% | 150% |
| Service Providing | 100800 | 300 | 0% | 4,900 | 5% | 115% |
| Private Service Providing | 81900 | 300 | 0% | 4,100 | 5% | 124% |
| Trade, Transportation, Warehousing and Utilities | 20600 | 100 | 0% | 500 | 2% | 187% |
| Retail Trade | 14100 | 100 | 1% | 500 | 4% | 163% |
| Financial Activities | 4300 | - | 0% | 500 | 13% | 100% |
| Professional and Business Services | 21700 | (300) | -1% | 800 | 4% | 167% |
| Administrative and Support Services | 11900 | - | 0% | 700 | 6% | 367% |
| Educational and Health Services | 18900 | 200 | 1% | 400 | 2% | 155% |
| Leisure and Hospitality | 12100 | 300 | 3% | 2,000 | 20% | 105% |
| Food Services | 9900 | 300 | 3% | 1,800 | 22% | 130% |
| Government | 18900 | - | 0% | 800 | 4% | 45% |
| Federal Government | 1100 | - | 0% | (100) | -8% | 100% |
| Total State Government | 3000 | 100 | 3% | 400 | 15% | 0% |
| Total Local Government | 14800 | (100) | -1% | 500 | 3% | 67% |

Other News

| LinkedIn Learning | Invited | Activated Licenses | Courses Viewed | Courses Completed | Videos Viewed | Videos Completed |
|-------------------|---------|--------------------|----------------|-------------------|---------------|------------------|
| 8/9/21 – 5/10/22 | 176 | 112 | 681 | 151 | 3674 | 3023 |

Notes: Engagement reporting is inclusive of all users under the Benton Franklin Workforce System (BFWDC, WSCB, and TC Futures)

| Grow with Google (April 30 th , 2022) | Project Management | UX Design | IT Support | Data Analytics |
|--|--------------------|-----------|------------|----------------|
| Customer Enrollments (Cumulative) | 8 | 2 | 8 | 3 |

- The Equity Committee launched an ad campaign via television/streaming media and newspaper to better engage Spanish speaking community members. This campaign started in April and will run through July on Telemundo/Fox and Tu Decides.
- The WSCB Business Services team is planning the second WorkSource Open House, which will feature services available to help local business save money. This event is also a great opportunity for networking.
- Review: "Thank you for giving me a mock interview with Hanford employers. It helped me prepare for the interview prior to real one. I obtained employment with the employer and thank you all that helped."

For up-to-date information please follow BFWDC, WorkSource, and/or TC Futures on Facebook.

Questions about this report?
 Contact David Chavey-Reynaud
 Phone: 509-734-5988
 Email: dchavey@bf-wdc.org

www.bentonfranklinwdc.com
 Contact us at 509-734-5980



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WorkSource Operator Report
 Benton Franklin Workforce Consortium
 April 2023

April Highlights:

- WSCB has a 30 second ad which is being featured on FOX/Telemundo during the months of April and May. We received 80 free spots, including prime, local news and daytime airings, as part of their requirement to provide Public Service Announcements (PSAs) at no cost for non profits.
- Through the OHDC grant we were able to add capacity within Front End Services (FES), including additional one on one appointments and a new onsite workshop: Dignified Work.

WorkSource Site Operations:

| Customer Counts 4/1-4/30/23 | | |
|--|--------------------------|--------------------------|
| Total Staff Assisted Seekers | 790 | |
| Total Staff Assisted Services | 1770 | |
| <i>Basic Career Services*</i> | 876 | |
| <i>Individualized, Training, and Support Services*</i> | 162 | |
| Unique Number of Businesses Served | 50 | |
| Staff Provided Business Services | 111 | |
| | Services Provided | Businesses Served |
| Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc. | 6 | 6 |
| Employee Training Assessment, referral, enrollment, etc. | 8 | 3 |
| Other Employer outreach visit, marketing business services, etc. | 53 | 30 |
| Recruitment Hiring events, referrals, etc. | 42 | 27 |
| Wage & Occupation Information Labor Market Info, etc. | 2 | 2 |

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED; & Business Services: ETO Staff Provided Business Services (5/10/23).

[*Note: ETO Local Reporter Services Report OPTIMIZED is showing an incomplete data pull error two days in a row; the WIT Team has been notified & is looking into it. Updated data will be provided if/when it becomes available.]



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April 2023 Customer Feedback:

- 32 survey/interview responses were received:
 - Of the customers who responded, 85% will refer family and friends.
(Note: of the 4 customers who indicated they would not refer, only 1 indicated an experience needing improvement.)
- We also received a 5-star review on Google Business (no comment included).
- Customer Feedback – *What we did well:*
 - “Cynthia did a great job informing me of the programs available to assist me with starting a new business. She was easy to work with and I enjoyed the conversation. I didn't expect such tailored ideas to help me start my company.”
 - “Maria was very friendly & helpful. Gave me ideas & other resources.”
 - “Very professional host (of Navigating Career Pathways Workshop), Michelle Bishop Gardner.”
 - “Customer service is awesome! I have been working with Selma and she does a fantastic job over always being there to help and assist.”
- Customer Feedback – *What we can do better:*
 - We received the following actionable, specific feedback in April to be addressed in May:
 - “Might be my internet connection (Cell phone shared with laptop) but the login process had to be repeated several times most logins.”
 - Regarding Navigating Career Pathways: Career Assessment Workshop: “The workshop was only 40 minutes. We were asked to complete assessments prior to class; however, we went over how to do assessments for the majority of the 40 minutes. I was expecting something additional.”

Service Delivery

Career Services:

- Our Front End Services Team was able to provide an additional 20 one-on-one appointments with the onboarding of a staff member under the OHDC grant. Additionally, they were able to provide 34 full registrations to WorkSourceWA.com, increasing customer access to the full suite of WSCB services.
- One on one services highest in demand remained the same as in March and included: deskside job seeker assistance, provision of workforce information, and basic assessment. Translation/interpretation services decreased during the month of April. They were provided 69 times, or 4% of staff assisted services, which is 50% less than in March.
- We added an onsite workshop to our local menu: Dignified Work. This is a modified version of the pilot we offered historically, and is a program that gives confidence to the job seeker to find living-wage employment in their desired professional field. It is a 3 week program that finishes with a Soft Skills Certificate, speaks to mental health and focuses on services such as resume building and interview prep. Customers also learn to speak to their lived experiences as strengths/assets for the roles they apply for through use of the WholeStory application.



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- To support the upcoming transition to a new data management system at WSCB, we have been sharing customer feedback for consideration by the Product Manager, and meeting with his assistant to share additional painpoints our customers experience, as well as potential solutions.
- LinkedIn Learning – Our team continues offering online learning to customers who are interested and can benefit. Here are our engagements to date:

| Dates | Invited | Activated Licenses | Courses Viewed | Courses Completed | Videos Viewed | Videos Completed |
|------------------|---------|--------------------|----------------|-------------------|---------------|------------------|
| 7/1/22 – 4/10/23 | 227* | 138 | 597 | 184 | 4694 | 4075 |

*This includes staff and customers who have had access, however, no longer hold an active license.

Business Services:

- The team is seeing an increase in requests to host in person events. They are working closely with employers to support them in hosting successful events, both onsite at WSCB, as well as at other venues/community locations when they are a better fit.
- Event turnout continues to be low, however, promotion of local hiring events appears to be driving application numbers for some employers as it increases community awareness of who is hiring and positions they are hiring for.
- Event Outcomes –
 - 4/11: Meet the Employers for Veterans & Military Spouses – 21 attended and 7 mock interviews were completed
 - 4/12: Boeing Hiring Event – 4 attendees
 - 4/25: CBC/WSU TC 2023 Spring Career & Internship Fair: good turnout, engaged with jobseekers and business; networking opportunity
- Upcoming Events –
 - 5/2: Trident Seafoods Hiring Event at WSCB from 1-5pm
 - 5/2-5/4: JoAnn Fabric (prescheduled & open) Interviews at WSCB from 9am-4pm
 - 5/11: Future Fest Career & Education Fair at TC Futures from 9:30am-1:30pm
 - 5/15: Two Rivers Corrections Institute (TRCI) Hiring Event at WSCB from 11am-1pm
 - 6/1: BDI Hiring Event at WSCB from 10am-2pm
 - 6/8: US Department of Agriculture (USDA) Hiring Event at WSCB from 10am-4pm

Community Connections:

- 4/18: Executed our second non-IFA Partner MOU with World Relief to conduct employment related workshops for refugees onsite at WSCB.
- 4/20: Co-hosted an informational tour of WSCB in partnership with the BFWDC Business Engagement Manager (BEM) for Miryam Hurtado, Director of Workforce Readiness, with the Boys and Girls Club of Benton & Franklin Counties.
- 4/25: Connected with Sue Carter, Assistant Director with Grace Kitchen, to provide LinkedIn Learning access and a tutorial. This will allow direct issue of licenses to Grace Kitchen participants by administrative staff.



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- 4/27: Met with Grace Kitchen Founder, Amanda Lorraine, and the BFWDC team to discuss partnership and the potential for them to become our first connection site within the community. She is onboard; more information to come.
- 4/27: Attended the High School & Beyond Night hosted by Tri-Tech Skills Center as an opportunity to connect with graduating students and their families.

Staff Training & Development:

Training/Development Attended:

- 4/5: New Team Member Meet & Greet, Monitoring Kudos, Roundtable
- 4/12: Policy Training: Branding, February Customer Feedback Improvements, WSCB Business Updates
- 4/19: Customer Kudos, Cross Training – Adult, Dislocated Worker, & EcSA; March Data Review; Safety Training – Distracted Driving

Upcoming Training/All Staff Meetings:

- 5/3: TradeUp! Construction Sector Resources; DEI Training: Cultural Awareness, April Customer Feedback Improvements, Business Updates
- 5/17: Customer Kudos, Cross Training – BFET; April Data Review; Safety Training – Fire Extinguishers

Facilities:

- 4/17: Rekey of duplicate workstation locks (WDC/WSCB)
- 4/18: Service call to Cintas to replace AED battery
- 4/20: Unifirst update of additional handsoap and paper towel dispensers
- 4/21: Point Pest Control quarterly maintenance service
- 4/24: Service call to Cintas to replace AED battery
- Coordinated annual Spring cleaning, to include full center clean & carpet cleaning to be completed in May

Respectfully submitted by C. Bright on 5/11/23

April 2023

Monthly Data-April 2023

Total program (OSY/Open Door) enrollments: (OD+OSY)-Co-enrolled=607 (including carry-ins)
GED month-to-date: 3
GED YTD: 51
Co-enrollment month-to-day: 6
Co-enrollment YTD (Includes carry over): 55

Summary

Work continues with planning for the “Future Fest” event on May 11th. We have 24 confirmed training programs, employers and education providers to network and provide information about their services.

Student Learning

Fifty-seven GED tests were proctored at a 75% pass rate. We increased the number of seats in our Essential Education software to accommodate our growing enrollments.

Continuous Improvement

We continue to track data to identify areas of challenge and highlight areas of efficiency. The Open Doors program is identifying ways to account for indicators of academic progress and opportunities to gain school credit. Co-enrolled customers who take advantage of programs such as Dignified Work and Financial Literacy/Education Workshops may benefit beyond gaining skills. School districts who acknowledge the completion of these workshop series may award school credit towards a high school diploma. This allows the customer to be one step closer to completing both the GED and High School Diploma should they choose to do so.

Qualified Case Management and Instruction

Dignified Work and additional basic services through OHDC funding has created greater opportunities to serve the general public and add dimension to offerings at TC Futures.

Moving Forward

The WSAC Challenge grant had a kick-off meeting with multiple partners from throughout the community. This event allowed for great networking and relationship building.

For more information, please contact TC Futures Director, Melanie Olson by calling 509-537-1706 or emailing molson@esd123.org.