



## Benton-Franklin Workforce Development Council (BFWDC)

Adult & Employer Linkage (AEL) Committee

August 18<sup>th</sup>, 2022, at 8:30 am. – Zoom

<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>BFWDC Staff Present</u>
C. Vice Chair, Adolfo de León	Chair, Todd Samuel	David Phongsa	Becky Tuno
Kate McAteer	Jennie Weber		Cyndelle Wood
Jim Smith	Karl Dye		Cynthia Garcia
	Michael Lee		David Chavey-Reynaud
	Jamie Rassmussen		Isaac Estrada
			Jessie Cardwell
			Tiffany Alviso
			<b><u>Guests &amp; Partners</u></b>
			Crystal Bright
			Heather Woodruff
			Rebecca Williamson

### Call to Order

Adolfo de León started the meeting by welcoming everyone and called the meeting to order at 8:30 am. Cyndelle Wood read through the roll call while everyone responded. She asked guests to put their names and organization in the chat and thanked everyone for joining the meeting.

### Approval of Committee Minutes

The minutes from the July 21<sup>st</sup>, 2022, Adult & Employer Linkage Committee Meeting were provided for members to review.

*Adolfo moved to approve July 21<sup>st</sup>, 2022, Adult & Employer Linkage Committee Meeting Minutes as presented, seconded by Kate McAteer. Motion carried.*

### Motion to Approve the PY22 Subrecipient Monitoring Schedule

Jessie Cardwell discussed and 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.

*Adolfo moved to approve the PY22 Subrecipient Monitoring Schedule as presented, seconded by Kate McAteer. Motion carried.*

### Economic Security for All

David Chavey-Reynaud introduced and welcomed Becky Tuno, the new Community Programs Manager at BFWDC. Becky will cover EcSA, OHDC, and CDBG and oversee Isaac Estrada, Communications Coordinator.

Moving forward, reporting will change as there is now Federal & State EcSA. Reporting on both programs will run congruently. David discussed the difference in fund sources and requirements therein.

David discussed the EcSA program performance summary included within the meeting packet covering program highlights and total employed exits for July.

### PY22 WIOA Title I-B Adult and Dislocated Worker Contract Updates

Jessie Cardwell shared that the BFWDC submitted the PY22 formula contract budgets and performance deliverables to the state for Adult, Dislocated Worker, and Youth programs in the middle of June. In July, we

received the fully executed contracts from the state and the new PY22 performance deliverables for each program, listed in the performance summaries.

Presently, we are developing the contract for our sub-recipient, and this process can be a little bit longer as it travels through different channels. This year we are ahead of schedule in this process.

### **Community Development Block Grant**

David provided a summary of the performance of the CDBG program for July, discussing outreach efforts and members impacted – included in the meeting packet. Community members affected are tracked quarterly and will be updated in September. We have implemented a no-cost extension for this contract. So rather than being cumulative from July 1, 2021, through January 31, 2023, extending this contract to June 30, 2023. We'll have an additional five months to reach our targets.

### **Together We Rise – Outreach to Historically Disadvantaged Communities**

Isaac Estrada shared that they are continuing community partner outreach – the form has gone out to request OHDC funds. As more local events and resource fairs are being developed and are upcoming within Benton - Franklin counties, we intend to utilize the OHDC funds through those mediums and continue to seek out these opportunities for reaching more potential underserved populations.

Another part of this grant includes a research component. We're using outreach to find the most optimal means of communication and the correct type of messaging to reach these underserved communities. Sonar insights, a local market research agency, to assist in developing a comprehensive outreach guide that includes information on best communication practices and gathering data for outreach towards these underserved populations. This outreach guide will be an available resource for local organizations, partners, and even employers interested in serving or hiring people who are considered underserved or disadvantaged. Our research will include focus groups and community surveys to collect insights into barriers and influences many populations face when seeking employment and local resources. We are in the first steps of developing these focus groups and finding participants. We have a screening process/survey that will be sent out to the public so we can identify eligible participants. Once the survey is live, we will begin distribution. Anyone interested in having access to that link to distribute through their channels, please feel free to reach out.

### **PY21 State Monitoring Update**

Jessie Cardwell summarized the PY21 annual monitoring report in the meeting packet.

The BFWDC monitoring team reviewed participants comprehensively to ensure compliance with Eligibility Service entries, outcome support services, training services, case notes, and data element validation. There were no findings identified and only two disallowed costs. These funds were made whole and paid back out of non-WIOA funds and are resolved.

Jessie Cardwell provided that the Employment Security Department's workforce monitoring unit conducted virtual and in-person monitoring of the Benton Franklin Workforce Development Council from May 23 to June 9, 2022. The adult and Dislocated Worker programs were monitored for support services, case notes, and eligibility. WIOA program policies and monitoring reports and the disaster recovery and employment recovery programs were monitored comprehensively. This year, they added the data element validation, which extended the monitoring for another week. This will be the norm in the future. They determined that the BFWDC complied with the requirements of WIOA and its regulations, all federal rules in Washington state policies, and data element validation requirements. Jessie summarized that in all areas reviewed, the BFWDC and our WIOA programs, service providers, career paths services, and the Benton - Franklin workforce consortium complied with all federal, state, and local requirements.

### Occupations in Demand (OID)

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 local 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 08/17/22 to develop this updated list.

*Adolfo moved to approve the 2022 OID list for 2023, as presented, seconded by Kate McAteer. Motion carried to approval.*

The next step is presenting the OID list for 2023 to the BFWDC Board for approval and returning the list to ESD by August 30<sup>th</sup>.

### Tri-Cities Futures Update

Cynthia Garcia shared the details in the July TC Futures report included within the meeting packet. We are working towards implementing a new electronic sign-in system. TC Futures customers will have the option to sign in and out of TC Futures and will be able to provide feedback on the services they received. We are also working on establishing a data-sharing agreement with ESD123 to give ETO access to the open-door staff so they can capture all basic services they provide to TC Futures customers. Once this path is established, we'll be able to report on the services they provide.

Cynthia informed members that TC Futures has a fully executed Memorandum of Understanding (MOU) for the next three years. The goals set on the MOU are the following:

- Expand community reach within the community.
- Be responsible for the basic needs of youth and young adults in the community.
- Reduce year-over-year dropout rates.
- Decrease youth and young adults' unemployment rates.
- Increase participation and completion of meaningful credentials, such as but not limited to General Education Development (GED), certifications, and Degrees.

### Liaison Report

David covered the Liaison report included in the meeting packet. He noted that we're at the beginning of a program year. WorkSource figures are month-to-month – On the TC Futures side, this is cumulative, the exception being TC Futures traffic. David encouraged all to review the report if they didn't have the opportunity to before the meeting.

### WorkSource Columbia Basin (WSCB) Operator Update

Crystal Bright discussed the WorkSource operator report and covered July highlights.

WSCB received a final Ag. Monitoring report for the May monitoring visit. Several best practices were noted, including our "all-hands-on-deck approach to customer service" and shared responsibility across the partnership for providing services to Migrant Seasonal Farm Workers (MSFWs). Also noted is the need for a process to determine whether WorkSource customers are MSFWs to ensure their unique needs are met. A process is being created in addition to identifying data that can show the impact of this process change.

The Business Services Team, a collaboration between WSCB and TC Futures staff, presented the Customer Spotlight at the quarterly board meeting. The featured customer was DaVita, a business customer, the team, has helped to meet hard-to-fill hiring needs.

**Roundtable**

Tiffany Alviso asked Kate if any additional support was needed for WSU's grant opportunity. Kate McAteer would like to schedule a meeting with David Chavey-Reynaud to discuss the goals of the grant and their required deliverables, including workforce involvement.

**Next Meeting**

Adult & Employer Linkage Committee - Thursday, September 15, 2022, at 8:30 am on Zoom

**Adjournment**

With no other business to discuss, the meeting adjourned at 9:26 am

DocuSigned by:

*Adolfo de Leon*

10/21/2022

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Adolfo de León, Committee Chair      Date

*Cyndelle Wood* 10/20/22  
Cyndelle Wood, Admin. Assistant      Date