



Benton-Franklin Workforce Development Council (BFWDC)

Youth Committee Minutes

September 20, 2023, at 3:30 p.m. – TC Futures/Zoom Hybrid.

Call to Order

Jamie Ohl-Turner called the meeting to order at 3:33 p.m.

Jamie welcomed meeting participants and provided a roll call of committee members and staff to the board; a Quorum was not met.

Cyndelle Howell requested system partners, guests, and presenters use the chat feature to know who has joined.

Motion to approve Youth Committee Minutes

The meeting minutes from the July 19, 2023, Youth Committee Meeting will be tabled and carried forward to the next convening in November as a quorum was not present.

Motion to Approve the PY23 Subrecipient Monitoring Schedule

Motion to Approve the PY23 Subrecipient Monitoring Schedule will be transitioned to an eVote as a quorum was not present.

WIOA Youth Program Updates- Cynthia Garcia

Cynthia provided a synopsis of the out-of-school youth program summary report provided with the meeting materials. She overviewed program expenditures, actual outcomes, and targets as of August 30, 2023. Cynthia asked all to review the Program Performance Summary for additional details and program highlights.

Cynthia shared that attached to the meeting materials packet is a summary of the state and local monitoring for the Program Year 2022. As discussed, The Employment Security Department's Workforce Monitoring Unit conducted a monitoring review of the Benton-Franklin Workforce Development Council. They evaluated internal controls and performed audit procedures on the employment and training activities of the BFWDC and their Workforce Innovation and Opportunity Act (WIOA) program subrecipient, Career Path Services (CPS).

The State monitoring team reviewed ten (10) Out-of-School Youth participant files focusing on Eligibility, All Direct Participant Costs, Management Information Systems/Efforts to Outcomes entries, and Data Element Validation. It was determined that the BFWDC complied with the requirements of WIOA and its regulations, federal rules, Washington State policies, and Data Element Validation requirements.

The BFWDC and our WIOA programs service provider, CPS, complied with federal, state, and local requirements in all areas reviewed. There were no findings, questioned costs, or disallowed costs identified.

Some of the Noted Practices identified by State Monitors were:

- Quarterly Continuous Quality Improvement Monitoring: BFWDC staff conducts quarterly Continuous Quality Improvement (CQI) monitoring to help address issues early on and provide ongoing high-caliber technical assistance throughout the year to their service provider.
- One-on-File reviews: Benton-Franklin WDC staff have also provided one-on-one file reviews with all case managers to provide customized technical assistance, an interactive training environment, and to build relationships.

TC Future Updates– Heather Woodruff

Heather shared that their staff continues to see an increase in youth with mental and behavioral health barriers. Staff met with the Comprehensive Health Care School-Based Therapist Team at the center, gave a tour, and then discussed TC Futures programs, eligibility requirements, and procedures for sending TC Futures referrals. They have also met with a Work Relief Employment Services representative to discuss World Relief programs and services offered. They continue to work closely with the WorkSource Columbia Basin and the Business Services team on community outreach and events. The Finley School District has also been added to the ESD123 Open Doors consortium. Furthermore, Heather provided updates on workshops as well as center and staffing. They are continuing work on the installation of their new data management system. This will allow them to better manage compliance and monitor activities at their center, such as visits and workshop attendance. The new system will be in full use by October 1, 2023.

Business Engagement - Carya

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

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

Celebrating Champions - All

Cynthia Garcia and Jessie Cardwell expressed gratitude for the invitation from TC Futures to attend their End of Summer BBQ held at TC Futures. TC Futures hosted a BBQ open house on Thursday, 9/14/2023, from 11 a.m.-2 p.m. Community partners and members were invited, which was well attended.

Agency Updates/Connections- Business Updates, Challenges, Successes, and Upcoming Events - All

Occupations in Demand List Update

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, 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 get in touch with BFWDC staff.

Next Meetings

- Youth Committee Meeting: Wednesday, November 29, 2023, at 3:30 p.m. TC Futures/Zoom Hybrid
- Quarterly Board: Tuesday, October 31, at 4:00 p.m. WSCB Room 8/Zoom Hybrid

Adjournment

With no further business, the meeting of the Youth Committee adjourned at 4:22 p.m.

Attendance

Board Present	Board Excused	Board Absent	Staff to the Board	Guests
Jamie Ohl-Turner	Lynn Ramos-Braswell	Robert (Bob) Legard	Cynthia Garcia	Heather Woodruff
Cinthia Alvarez	Lety Torres	David Wheeler	Jessie Cardwell	

Alicia Perches			Becky Tuno	
			Carya Bair	
			Cyndelle Howell	

Respectfully submitted:

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Lynn Ramos-Braswell, Board Secretary

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