



## Benton Franklin Workforce Development Council (BFWDC)

### Executive Committee Minutes

September 26<sup>th</sup>, 2023, 4:00 p.m.: WorkSource Columbia Basin Room 7/Zoom Hybrid

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#### 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.

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

#### Minutes

August 29<sup>th</sup>, 2023, Executive Committee meeting minutes were presented for a motion to approve.

*Todd Samuel motioned to approve the August 29<sup>th</sup>, 2023, Executive Committee meeting minutes, and Commissioner McKay seconded; the motion was carried unanimously to approval.*

#### Financial Reports– Jan Warren, CFO

Cumulative Financial Statement Review as of 07/31/2023

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 07/31/23 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 07/31/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 07/31/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate monthly.

As a follow-up to the budget approved in July, Todd Samuel asked Jan for an update on grant funding and potential awards. He added that when the budget was approved, it was approved with a deficit with the expectation that additional funding was yet to be procured.

Tiffany provided that the only outstanding grant they are waiting for is OEMC – Round Two of OHDC through the Department of Commerce for \$600,000, and hoping that the performance on the previous iteration will bode well for us.

Additionally, Todd asked Jan, in looking at this budget and the BFWDC's spending right now, if there is anything that she is concerned about with the BFWDC's budget deficit of \$482,454.

Jan expressed her concern as it is a large deficit, and she explained that the projected Department of Commerce grant of \$600,000 will be awarded over two years with little oversight from the BFWDC, meaning most funds would go to their subrecipient, Career Path Services, providing more clarity.

Tiffany stated that an updated balanced budget will be presented at the beginning of October.

Additionally, Jan shared that the Department of Commerce grant has little oversight, and there aren't tangibles such as client file reviews. Jan and DeAnn have been working diligently to prepare a budget-planning scenario worksheet, which is a projection of income and expenses based on certain assumptions or variables. Budget scenarios are used to compare different outcomes, test assumptions, and evaluate the impact of changes.

Tiffany assured the Executive Committee attendees and staff to the Board of Directors that as the BFWDC staff lead and the individual who reports to the board, she will be as transparent and communicative with everyone once the information comes to light. She expressed her gratitude and value for each staff member, and that communication will be as robust as possible once the shift in the budget happens.

**CEO Report** – Tiffany Alviso, CEO

ESD Quarterly Performance Letter

The BFWDC received its quarterly performance letter from Tim Probst, grants director, with the Employment Security Department. In the letter, Tim stated, "Your commitment to outreach has enabled you to blow past your yearly targets for WIOA Adult program enrollment, exceeding them by nearly 50%. Excellent work! In the WIOA Youth space, congratulations on the amazing success of Future Fest 2023! ESD appreciates the care that TC Futures provides for each young person who is served. Additionally, both your federal and state EcSA programs are exceeding targets for enrollments, training, and spending. Great job!" Tiffany expressed her gratitude to all for the job well done this last quarter.

CliftonLarsonAllen (CLA) Audit

CLA has completed the annual audit and will be a guest at the Benton Franklin Workforce Development Council Executive Meeting on October 31, when the Executive Committee convenes at three o'clock to present the audit results.

Partner Support

People For People (PFP) has requested BFWDC support for their grant application to Greater Health Now (GHN), which will provide grant funding from January 1st, 2024 -December 31st, 2025. The focus of the funding is to support GHN's mission to advance the health of the population by decreasing health disparities, improving the efficiency of healthcare delivery, and empowering individuals and communities through collaboration, innovation, and engagement. Transport access is a clearly defined need in the current Benton Franklin Community Health Improvement Plan, the current Human Services Transportation Plan, and the coalition work of the Mobility Advisory Taskforce (MAT). PFP, therefore, plans to utilize the funding, if successful, to purchase a supply of bus tickets to distribute to key agencies like yourself to help community members access critical services, including health care, employment, social connection, nutrition, and shopping.

Goodwill Industries of the Columbia has also asked BFWDC to partner with them on their ARPA UI Navigator grant application. They have authored an application to Labor and Industries to provide outreach to monolingual Spanish business owners, specifically small business owners who are in a situation where they do not trust specific programs that might be a benefit to them. Goodwill Industries will work towards removing language barriers, digital proficiency barriers, fraud reduction, and trust in the system and ensuring accessibility and equity for all. The BFWDC will be a reference on that project. It will provide rooms to facilitate opportunities for the availability of businesses to receive training on topics such as spam and paid family medical leave. Goodwill is the BFWDCs lessor; they work with them in that capacity, but building additional partnerships is always good.

The BFWDC has worked with the Employment Security Department (ESD) on the WorkSource Integrated Technology (WIT) project. They've also been the lead sponsor on a town hall that transpired a few weeks ago, where they provided training for Washington state.

#### Organizational Chart

Tiffany informed members that they will receive a new organizational chart that will be disbursed in the next iteration of the committee meeting packet for the end-of-October meeting (10/31/23). The BFWDC has slightly restructured, and their administrative assistant will report directly to Tiffany as the CEO as of October 1.

#### Board Management

Tiffany shared that there have been relationships developed with Jamie Turner Ohl (Ex-Officio) at Kadlec and Jason Jansky from Central Plateau Cleanup Company, and they are excited to potentially join the BFWDC board of directors. They're currently completing their applications, and Tiffany will follow up with a request for a motion to approve the member elects to the board of directors. Should that come to fruition through the board of directors' support, it would mean that the BFWDC would have 21 individuals seated on the board, which is a full board.

#### Board of Directors Officer Elections

This Monday, in the form of a memo with the slate's outline, interested parties on the board of directors can communicate their interest in serving in that role. Those interested individuals will be presented first at the committee level, which will filter to the Executive Committee and then to the full board of directors. If you are currently serving as an officer, we are grateful for your service and the fact that you've offered additional time in the leadership role at the BFWDC. They also encouraged the board of director members who want to step into the new treasurer or our secretary position to reach out with any additional questions about those roles and responsibilities.

Additional positions as required due to RCW 24.03A.005

#### Secretary

##### Defined Responsibility

The Secretary is responsible for maintaining corporate records. The secretary ensures that accurate meeting minutes are recorded and retained and that notices are duly given in accordance with the provisions of the bylaws. Pending revised Bylaws allow for BFWDC staff to fill the role of Secretary when necessary.

#### Treasurer

##### Defined Responsibility

The Treasurer is responsible for managing the board's review of and actions related to the organization's financial health. The Treasurer ensures that comprehensive financial reports are made available to the board frequently (at least quarterly) and identifies opportunities to strengthen the board's ability to carry out its fiscal responsibilities.

Todd Samuel, Board Chair, called on the Executive Committee members for interest in these added positions as required under RCW 24.03A.005.

Additionally, Todd added there wouldn't be any additional action or activity or any changes concerning how they conduct business; they are just applying the traditional formal positions of secretary and treasurer.

Amanda Jones would like additional information and to gain a further understanding of the budget and fiscal eventualities of the position before committing.

Lynn Ramos-Braswell was unwilling to commit to an additional position but agreed to consider the additional title.

Todd asked Tiffany what action would be taken if there was no interest from Board Members to fill the added positions next month. Tiffany clarified that the vote would then be carried to the next session.

**BFWDC Bylaw Revision** – Tiffany Alviso

Tiffany Alviso presented the revised Bylaws for consideration and a motion to approve as presented.

RCW 24.03A.005 requires nonprofit organizations to have a treasurer and a secretary appointed in their slate of officers. The Bylaws have been reflected with that RCW requirement. Tiffany also made changes to a few acronyms that weren't accurate or not defined, those being highlighted in yellow. On page seven, she inserted the treasurer and secretary language from the RCW. On page eight, there's the reference that the chairman shall nominate the chairman of any committee; this nomination is done within the committee itself. They are working to level set on actual processes and remove that statement.

Todd Samuel asked what the following steps would be if the positions were unfilled due to no interest from Board Members.

Tiffany reported that the positions would remain vacant until filled.

With no additional clarifying questions or comments,

*Todd Samuel called for a motion to approve the Bylaw revisions as presented. Amanda Jones motioned to approve the revised BFWDC Bylaws, and Lynn Ramos-Braswell seconded; the motion was carried unanimously to approval.*

**Liaison Report** – David Chavey-Reynaud, COO

David overviewed the August 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**

Todd Samuel shared that Pasco High School, with the support of ESD123, is hosting mock interviews for students, and if you have an interest in volunteering, please reach out.

**Adjournment**

Todd Samuel adjourned the executive committee meeting at 5:00 p.m.

**Next Meeting**

**Executive Committee Meeting** – Tuesday, October 31, 2023, at 3:00 p.m. WSCB Room 7/Zoom

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

**Attendance**

Chief Local Elected Officials	Board Members	Staff to the Board
Will McKay, Benton County	Todd Samuel, Board Chair	Tiffany Alviso
Clint Didier, Franklin County	Adolfo de Leon, Vice-Chair	David Chavey-Reynaud
	Lynn Ramos-Braswell, Vice Chair	Jan Warren
	Amanda Jones	DeAnn Bock
		Cynthia Garcia
		Jessie Cardwell
		Becky Tuno
		Carya Bair
		Cyndelle Howell

Respectfully Submitted:


11/29/2023  
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 Todd Samuel, Board Chair Date

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11/29/2023  
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 Cyndelle Howell, Administrative Assistant Date