

# **Executive Committee Meeting**

August 30, 2022, at 4:00 PM 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**

- 1. Call to Order Todd Samuel
- 2. Welcome & New BFWDC Team Member Tiffany Alviso
  - Roll Call Cyndelle Wood
- 3. Approval of Committee Minutes Todd Samuel
  - Executive Committee July 26, 2022 (Needs a vote)
- 4. PY22 Monitoring Schedule Tiffany (Needs a vote)
- 5. Finance Reports as of June 30, 2022 Jan Warren
- 6. CEO Updates Tiffany Alviso
  - a. E-Vote Summary
  - b. Diversification of Funding Plan
  - c. PY21 WIOA Management Letter
- 7. Liaison Report David Chavey Reynaud
- 8. Occupations in Demand (OID) Debrief David Chavey Reynaud
- 9. Next Meeting
  - Executive Committee Meeting Tuesday, September 27, 2022, at 4:00 PM on ZOOM
  - Quarterly Board Meeting Tuesday, October 25<sup>th</sup>, 2022, at 4:00 pm on ZOOM

#### **Attachments**

- a. 2022.07.26 Executive Committee Minutes
- **b.** PY22 Monitoring Schedule
- c. Finance Reports 2022.06
- **d.** E-Vote Summary
- e. Diversification of Funding Plan
- f. PY21 WIOA Management Letter
- **g.** Liaison Report 2022.07
- h. Liaison Report 2021.07
- i. Occupations in Demand.2022
- j. 2022.07 WorkSource Operator Monthly Report
- k. 2022.07 TC Futures Report

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



# Benton Franklin Workforce Development Council (BFWDC)

# **Executive Committee Minutes**

July 26<sup>th</sup>, 2022 3:15 p.m. Zoom

Local Elected Officials	Absent	Excused Absence	BEWDC Staff
Commissioner Didier	Commissioner McKay	Dennis Williamson	Tiffany Alviso
	commissioner mena,		Jan Warren
Executive Members			David Chavey
Todd Samuel			Cynthia Garcia
Adolfo de Leon			Cyndelle Wood
Amanda Jones			Jessie Cardwell
Board Member			DeAnn Bock
Jennie Weber			Isaac Estrada

#### **Call to Order**

Todd Samuel called the meeting to order at 3:16 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Tiffany Alviso introduced the new BFWDC Administrative Assistant, Cyndelle Wood.

#### **Roll Call**

Cyndelle Wood conducted a roll call of Board Members, and Dennis Williamson was an excused absence. Cyndelle welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

#### Minutes

Todd provided the minutes from June 28<sup>th</sup>, 2022, Executive Committee Meeting for members to review.

Amanda Jones moved to approve June 28<sup>th</sup>, 2022, Executive Committee Meeting Minutes as presented, seconded by Commissioner Didier. Motion carried.

#### **Financial Reports May 2022**

Jan Warren reviewed the BFWDC financial reports with members, which were included in the meeting packet. The balance sheet showed no fundamental changes from the prior month except money market interest. The revenue and expenditure account for the corporate entity fund had minor changes — interest has been posted. The balance sheet for the main account reflects a negative balance due to the timing of the reimbursement from commerce for one of the commerce grants. The negative balance was addressed by transferring funds in June from the corporate entity to the main account to cover those operating expenses, pending the payment and the accounts receivable. The revenue and expenditure report for the main account shows us to be at 90%. Jan explained why some line items exceeded the budgeted amount. For example, technology needs and maintenance, including new HVAC and building repairs. The budget next year will reflect anticipated building repairs and maintenance. The professional services and contracts account did see an increase in I.T. services due to server replacement and labor associated. The balance sheet for the partnership showed little activity -small receivables and what was outstanding at the end of May for accounts payable. The revenue and

expenditure account for the partnership reflects rent and facilities as significant expenses. Some of the building maintenance discussed earlier, HVAC, and reconciliation of operating expenses from Goodwill.

#### Program Year (PY) 22 Budget

Jan Warren provided a PY22 budget summary and memo in the meeting packet. Jan discussed the ending grants (disaster recovery and employment recovery). New versions of EcSA will be added to our upcoming year – the previous EcSA grant expired in March 2022, and BFWDC personnel changes. Jan reviewed the anticipated carry-in funds from PY21 to be applied to PY22 – it will be determined what's available for BFWDC expenses and then award our sub-recipients. Lastly, Jan has compiled a detailed report that reflects costs and allocation across the different grant programs. She requested the document be reviewed and to reach out to her if any questions or further explanations are needed as this is a very detailed report.

This report shows the breakdown in more detail of the indirect cost, which is our overhead, and some direct salaries and benefits are recorded for each grant. Jan wanted to show the complexity of having different fund sources. Year-to-year comparisons are difficult as the grants are very diverse. Formula grants are more relatable and can be reviewed, and comparisons are made yearly.

As you can see on the provided reports, there have been no significant decreases across the board for the last two years on our formula grants. The "Together We Rise" grant has outreach and marketing characteristics that aren't allowed under the WIOA grant.

In discussing the PY22 Budget, Jan overviewed security, building maintenance, and personnel changes. Some of these are charged directly to the grant. Training and professional development are fundamental aspects of our operations. Travel costs are skyrocketing, so we will have to re-evaluate throughout the FY.

Todd Samuel complemented Jan Warren for doing a great job laying out very clearly the proposed budget and seeing the success we have going forward. As chair, he called for a motion to approve.

Adolfo moved to approve PY22/23, BFWDC annual budget as presented, seconded by Commissioner Didier. Motion carried; unanimously approved the budget as presented.

#### **BFWDC Bylaw update**

Tiffany Alviso discussed recommendations made at our state monitoring visit in May, including CEO / Director oversight and defining a Quorum related to the standing committee/advisory level.

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.

This is making us better aligned with the intent of WIOA and the direction that the Department of Labor wants locals to take under the law, making sure that we're compliant and have those best practices moving forward.

Commissioner Didier moved to approve BFWDC Bylaw updates as presented, seconded by Amanda Jones. Motion carried; unanimously approved the BFWDC Bylaw updates as presented.

## WIOA Title IB PY22 Adult and Youth Sole Source Procurement Memo

Tiffany summarized the detailed memo that was provided in the meeting packet. Please review the Memo for further detail and reach out with any questions.

Staff to the board are recommending that, due to COVID and having some pressures and barriers, we utilize the sole source procurement option as the competitive procurement by our local policy that allows us to offer this PY22 contract.

Motion to approve the sole source procurement for the PY22 Adult contract, utilizing Career Path Services as the service provider.

Adolfo De Leon moved to approve sole source procurement for the PY22 Adult contract, utilizing Career Path Services as the service provider, seconded by Amanda Jones. Motion carried; unanimously approved.

Motion to approve the sole source procurement for the PY22 Youth contract, utilizing Career Path Services as the service provider.

Adolfo De Leon moved to approve sole source procurement for the PY22 Youth contract, utilizing Career Path Services as a sub-recipient, seconded by Todd Samuel. Motion carried; unanimously approved.

#### **Liaison Report Presentation**

David Chavey reviewed the BFWDC Liaison Report with members and shared several specific workforce systems and statistics. Time for discussion was limited, and David asked those with questions to reach out for more detailed information.

#### **CEO Updates**

The Benton Franklin Workforce Development Council will release a request for information (RFI) to IT companies in our local area and beyond, should someone be interested in performing our IT services. You'll see this on our website with public notice even as soon as the end of this week. Unfortunately, our current provider ExecuTech has not been focused on the level of customer service we feel we should be receiving. And in analyzing the budget, the ebb and flow of costs related to it are usually \$3,000 in any direction. And through analysis, it was brought to my attention that this past year, it exceeded what we anticipated by \$16,000. So, we want to be responsible and good stewards of the taxpayer's dollars in conjunction with the lack of quality we think we're receiving as a customer. It just makes sense to stop utilizing ExecuTech and move forward with another entity at this juncture.

#### **The Executive Member Round Table**

There was no additional time for member roundtable as this was a short meeting due to the full-board meeting following.

Executive Committee Meeting – Tuesday, August 30, 2022, at 4:00 pm. – Zoom						
Adjournment The meeting of the Executive Committee	adjourned at 3:58 p.m.					
Respectfully Submitted:						
Todd Samuel, Board Chair	Date					
Cyndelle Wood, Administrative Assistant	 Date					

**Next Meeting** 

# Benton-Franklin Workforce Development Council (BFWDC) PY22 Subrecipient Monitoring Schedule



Contract Name/ Grant CFDA Number	Contract Number	Grant Funding Agency	Subrecipient	Contract Period of Performance	Contract Amount	Revised Amount	BFWDC Annual Monitoring Period	State Monitoring Visit
Youth Program CFDA 17.259	BFWDC-PY22-OSY-CPS	ESD	CPS	7/1/22 - 6/30/23	\$668,455	N/A	1/2023-4/2023	May 22-26, 2023
Adult Program CFDA 17.258	BFWDC-PY22-ADULT-CPS	ESD	CPS	7/1/22 - 6/30/23	\$568,307	N/A	1/2023-4/2023	May 22-26, 2023
Dislocated Worker Program CFDA 17.278	BFWDC-PY22-DWP-CPS	ESD	CPS	7/1/22 - 6/30/23	\$759,763	N/A	1/2023-4/2023	May 22-26, 2023
One-Stop Operator CFDA 17.258 & 17.278	BFWDC-PY22-OSO-CPS	ESD	BFWC (CPS-Fiscal Agent)	7/1/22 - 6/30/23	\$160,000	N/A	1/2023-4/2023	May 22-26, 2023
Economic Security for All (WIOA) CFDA 17.258, 17.278 & 17.259	BFWDC-PY21-ECSA Round 2-CPS	ESD	CPS	4/1/22 - 6/30/23	\$245,372	N/A	1/2023-4/2023	Date TBD
Economic Security for All (STATE)	BFWDC-PY21-ECSA Round 3-CPS	ESD	CPS	7/1/22-6/30/23	\$371,204	NA	1/2023-4/2023	Date TBD
Community Development Block Grant (CDBG) CDFA 14.228	BFWDC-PY21-CDBG-CPS	WA State Dept. of Commerce	CPS	7/1/21-6/30/23	\$448,718	NA	7/2022-9/2022	Date TBD
Outreach to Historically Disadvantaged Communities	22-36704-001	WA State Dept. of Commerce	NA	3/1/2022- 6/30/2023	\$500,000	NA	NA	Date TBD
BFWDC Monitoring Team:	David Chavey-Renaud, Chief Officer Jan Warren, Chief Financial C DeAnn Bock, Fiscal Manager	·	Jessie Cardwell, Workforce Programs Manager Cynthia Garcia, Youth Programs Manager/EO Officer			_	<b>uno,</b> Community Pi	rograms Manager

# **Benton Franklin Workforce Development Council**

Balance Sheet - Unposted Transactions Included In Report 10 - Corporate Entity As of 6/30/2022

		Current Period Balance
Asset		
Cash (Checking Acct - CE)	1110	788.35
Corporate Entity MM Account	1111	69,005.85
CE 12 month CD	1112	52,600.97
Total Asset		122,395.17
Liabilities  Accounts Payable (AP System)  Pending transfer  Accrued Vacation Payable	2000 2001 2500	5.42 2,766.00 93,600.84
Due to/from other funds Total Liabilities	2990	(32,000.00) 64,372.26
Net Assets		57,757.91
Total Liabilities and Net Assets		122,130.17

# Benton Franklin Workforce Development Council Statement of Revenues and Expenditures - Unposted Transactions Included In Report Corporate Entity From 7/1/2021 Through 6/30/2022 (In whole numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Interest/Program Income	331	0	0.00%	0	0.00%
Donations/Contributions (unrestricted)	265	0	0.00%	0	0.00%
Total Revenue	596	0	0.00%	0	0.00%
Expenses					
Donation fees	9	0	0.00%	0	0.00%
Dues, Fees and Subscriptions	25	0	0.00%	0	0.00%
Non WIOA Expenses	3,053	0	0.00%	0	0.00%
Total Expenses	3,088	0	0.00%	0	0.00%
Net Surplus/ (Deficit)	(2,492)	0	0.00%	0	0.00%

# **Benton Franklin Workforce Development Council**

Balance Sheet - Unposted Transactions Included In Report 20 - WDC Main As of 6/30/2022

		Current Period Balance
Asset		
Cash (Bank Acct - WDC)	1120	26,240.72
Accounts Receivable	1200	2,766.00
CDBG Receivable	1201	29,279.48
AR OHDC	1202	17,358.77
Receivable (Grants)	1300	344,971.92
Total Asset		420,616.89
Liabilities		
Accounts Payable (AP System)	2000	379,564.99
Due to/from other funds	2990	32,000.00
Total Liabilities		411,564.99
Net Assets		9,051.90
Total Liabilities and Net Assets		420,616.89

# Benton Franklin Workforce Development Council Statement of Revenues and Expenditures - Unposted Transactions Included In Report 20 - WDC Main From 7/1/2021 - 6/30/2022 (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	4,519,020	4,636,929	97.46%	4,595,768	98.33%
Interest	12	0	0.00%	0	0.00%
Misc/Other Revenue	106,643	60,000	177.74%	101,161	105.42%
Total Revenue	4,625,675	4,696,929	98.48%	4,696,929	98.48%
Expenses					
Sub-Recipient Reimbursements	3,390,096	3,485,368	97.27%	3,485,368	97.27%
Rent and Facilities	75,101	72,280	103.90%	72,280	103.90%
Salaries and Wages	716,280	674,615	106.18%	674,615	106.18%
Payroll Taxes and Benefits	201,482	220,007	91.58%	220,007	91.58%
Non-WIOA reimbursment	(3,043)	0	0.00%	0	0.00%
Professional Services and Contracts	70,900	52,010	136.32%	52,010	136.32%
TC Futures	63,899	70,000	91.28%	70,000	91.28%
Travel and Training	29,001	50,115	57.87%	50,115	57.87%
Supplies, Furniture and Equipment	17,060	13,900	122.73%	13,900	122.73%
Equipment and Software - Lease and Maintenance	19,612	26,075	75.21%	26,075	75.21%
Communications (Telephone, Postage and Internet)	5,956	7,544	78.95%	7,544	78.95%
Insurance	7,606	7,606	100.00%	7,606	100.00%
Dues, Fees and Subscriptions	31,723	17,409	182.22%	17,409	182.22%
Total Expenses	4,625,675	4,696,929	98.48%	4,696,929	98.48%
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 6/30/2022

		Current Period Balance		
Asset Cash (Bank Acct - WSCB) Total Asset	1130	38,401.41 38,401.41		
Liabilities Accounts Payable (AP System) IFA Adjustment Total Liabilities	2000 2650	3,364.36 (835.54) 2,528.82		
Net Assets		35,872.59		
Total Liabilities and Net Assets		38,401.41		

# Benton Franklin Workforce Development Council Statement of Revenues and Expenditures - Unposted Transactions Included In Report 30 - WSCB Partnership From 7/1/2021-6/30/2022

# (In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Partner Revenue	220,396	220,413	99.99%	220,413	99.99%
IFA Adjustments	(20,117)	0	0.00%	0	0.00%
Sub-Lease Revenue	156,500	156,500	100.00%	156,500	100.00%
Employee Recognition Non-Operating Income	583	0	0.00%	0	0.00%
Total Revenue	357,362	376,913	94.81%	376,913	100.00%
Expenses					
Rent and Facilities	359,674	338,018	106.41%	338,018	106.41%
Supplies, Furniture and Equipment	10,016	15,375	65.14%	15,375	65.14%
Employee Recognition	971	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	0	1,200	0.00%	1,200	0.00%
Managed Print	136	6,720	2.02%	6,720	2.02%
Business/Community	4,998	5,000	99.96%	5,000	99.96%
Dues, Fees and Subscriptions	2,924	10,600	27.58%	10,600	27.58%
Total Expenses	378,720	376,913	100.48%	376,913	100.22%
Net Surplus/ (Deficit)	(21,357)	0	0.00%	0	0.00%



TO: BFWDC Board of Directors

FR: Cyndelle Wood
RE: PY22\_EV\_01-10
Cc: Records Retention

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

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 August 08, 2022, the motions below were disseminated electronically to the voting membership of the BFWDC.

1. Motion to approve the appointment of Lety Torres (Berkshire Hathaway) to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/25.

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes":  $\underline{14}$  Total "No":  $\underline{0}$  Total Abstain:  $\underline{0}$  Motion Passed:  $\underline{X}$ 

2. Motion to approve the renewal of Richard Bogert to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/25

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

First: Todd Samuel Second: Adolfo de Leon

Total "Yes": <u>13</u> Total "No": <u>0</u>
Total Abstain: <u>1</u> Motion Passed: <u>X</u>

3. Motion to approve the renewal of Karl Dye to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/25

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes": 13 Total "No": 0

Total Abstain: 1 Motion Passed: X

4. Motion to approve the renewal of Amanda Jones to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/25

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

First: Todd Samuel Second: Adolfo de Leon

Total "Yes": 13 Total "No": 0

Total Abstain: <u>1</u> Motion Passed: <u>X</u>

5. Motion to approve the renewal of Carlos Martinez to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/25

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes": 13 Total "No": 0
Total Abstain: 1 Motion Passed: X

6. Motion to approve the renewal of Kate McAteer to the BFWDC Board of Directors (representing education) for a term of three years, effective 7/1/22-6/30/25

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes": 13 Total "No": 0
Total Abstain: 1 Motion Passed: X

7. Motion to approve the renewal of David Phongsa to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/22

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

First: Todd Samuel Second: Adolfo de Leon

Total "Yes": 13 Total "No": 0

Total Abstain: 1 Motion Passed: X

8. Motion to approve the renewal of Todd Samuel to the BFWDC Board of Directors (representing business) for a term of three years, effective 7/1/22-6/30/22

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

First: Todd Samuel Second: Adolfo de Leon

Total "Yes": 13 Total "No": 0
Total Abstain: 1 Motion Passed: X

9. Motion to approve the renewal of Jennie Weber to the BFWDC Board of Directors (representing government) for a term of three years, effective 7/1/22-6/30/22

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

First: Todd Samuel Second: Adolfo de Leon

Total "Yes": 13 Total "No": 0

Total Abstain: 1 Motion Passed: X

10. Motion to approve the renewal of Dennis Williamson to the BFWDC Board of Directors (representing labor) for a term of three years, effective 7/1/22-6/30/22

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes": <u>13</u> Total "No": <u>0</u>
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 October 25<sup>th</sup> BFWDC Board Meeting.



TO: BFWDC Board of Directors

FR: Cyndelle Wood
RE: PY22\_EV\_011
Cc: Records Retention

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

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 August 18, 2022, the motion below was disseminated electronically to the voting membership of the BFWDC.

1. Motion to approve the 2022 Occupations in Demand (OID) list as presented.

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

First: <u>Todd Samuel</u> Second: <u>Adolfo de Leon</u>

Total "Yes":  $\underline{18}$  Total "No":  $\underline{0}$  Total Abstain:  $\underline{0}$  Motion Passed:  $\underline{X}$ 



# Program Year (PY) 22

# **Benton Franklin Workforce Development Council (BFWDC)**

# **Diversification of Funding (DF) Plan**

## **Opening**

This year is the second consecutive in which Department of Labor Title IB (Adult, Dislocated Worker, Youth) funding has decreased. BFWDC Leadership, comprised of the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Operations Officer (COO), have convened and identified two opportunities to pursue for diversification of funding for PY22 (July 1, 2022-June 30, 2023).

We have established that the following opportunities make strong business sense and are an intelligent use of our time and expertise to pursue, particularly when leveraged with the time and resources of our counterparts state-wide. Careful consideration has been given to writing and budget development, determination of WIOA resource utilization, and the impacts on the BFWDC post-award.

This plan aligns with our company vision that all BFWDC growth shall be to elevate the human potential in our Local Workforce Development System. In addition, Diversity Equity and Inclusion (DEI) is at the heart of these opportunities to ensure that marginalized populations and people of color are represented.

# **Diversification Opportunity #1**

#### \$600,000 (approximately to BFWDC)

Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG).

These funds will enhance our public workforce system's ongoing efforts to empower America's unemployed and underemployed workers through worker and business engagement, elevate equity, and connect jobseekers with high-quality jobs.

The goal of the QUEST DWG is to enable individuals who have been adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated to enter, return to, or advance in high-quality jobs in growth industries, including infrastructure, environment, and climate, the care economy, and other critical sectors as defined by the applicant with high-quality jobs. The activities of the QUEST DWG will yield improved individual and community resilience to the ongoing effects of the

COVID-19 pandemic. The BFWDC will focus on the sectors of Infrastructure (utilities, construction), Care Economy (Healthcare & social assistance), Transportation, and Warehousing to accomplish the work.

We have been successful to date in securing two National Dislocated Worker Grants. The leadership of BFWDC and the work of the sub-recipient contractors, Career Path Services & The Benton-Franklin Workforce Consortium, have demonstrated meeting deliverables when allocated this type of funding. The creation of a skilled, trained workforce is exactly what employers need and will continue to seek in the coming years.

#### **Disaster Recovery Grant Summary**

- Served 32 participants and exceeded the target by helping 43
- 26 participants enrolled in Disaster Relief employment positions, exceeding the target of
   23
- Planned 15 participants with training opportunities, and 16 were placed in training activities. Below is a breakdown of Individual Training Account (ITA) activities:
  - 1 phlebotomy
  - o 1 welding
  - o 14 Commercial Driver License (CDL)
- Planned to provide support services to 25 participants and provided support services to 22 participants (88% of target)
- Planned on exiting 22 participants into unsubsidized employment and exceeded this target by assisting 25 participants attain employment

#### **Employment Recovery Summary**

- Planned to serve 55 participants, exceeded the goal by helping 60
- Intended to provide support services to 40 participants, and 32 participants received support services (80% of the target)
- Planned to place 40 participants in training services and exceeded this performance target by placing 52 participants in the following training opportunities:
  - 37 Commercial Driver's License (CDL)
  - 7 Welding
  - 1 General Business
  - 1 Hazmat
  - 2 Information Technology (IT)
  - 1 Web Fundamentals
  - 1 Masters MS Office
  - 1 CompTIA Security
  - 1 Forklift
- Planned to exit 44 participants into unsubsidized employment, and 41 have successfully obtained employment (93% of target)

Important to note that the Grants Management Office (GMO) of the Employment Security Department (ESD) in Olympia has offered to support the Local Workforce Development Boards (LWDBs) with the submittal of 1 Washington State Application (based on the marrying of our local application with the

additional boards) in the amount of 15 million as outlined by Technical Employment Guidance Letter (TEGL) 2-22. A partnership such as this is a recipe for success.

#### **Diversification Opportunity #2**

## \$2,000,000 (approximately to BFWDC)

On the heels of the pandemic, Washington state is experiencing a workforce gap that must be addressed with targeted funding in a new statewide Workforce Impact Fund (WIF). As the economy remains uncertain, the demand for LWDBs to meet the needs of employers and job seekers is growing when resources are shrinking.

Employers continue to struggle finding qualified talent to fill the more than tens of thousands of vacant jobs across the state, including thousands of living wage jobs in critical industries like Healthcare, Education, Manufacturing, and Construction. Even before the pandemic, Washington's businesses reported that many job seekers did not demonstrate the skills and competencies necessary for the positions they were seeking to fill. The most significant impact has been on small, mid-size, and rural businesses and workers who are disproportionately women, people of color, people with disabilities, and people with basic skills deficiencies or limited English proficiency.

To close the gap, Local Boards are requesting the state of Washington to create a **Workforce Impact Fund** of \$50 million per year to expand Local Board capacity to serve employers and job seekers. This critical investment will boost meaningful employer engagement at the local level, provide additional funding for skills-based training and work-based learning opportunities, and offer the support necessary to prepare people for work in the post-pandemic economy.

The technical competencies required of the current and future workforce are growing. To meet the growing demand for skilled workers, we must access every tool available to prepare job seekers. Funding post-secondary degrees and certificate programs alone will not be sufficient to move enough low-skill job seekers into these living-wage quality jobs. Adaptable funding is needed to provide more resources to connect job seekers with basic needs support and earn-and-learn opportunities, including pre-apprenticeships and apprenticeships, to align our training and education programs and meet the needs of employers.

Adaptable funding through the WIF would address common financial issues not solved by current federal, state, and local services, such as bridging the financial gap to ensure stable housing and supporting financial needs for state identification, such as a driver's license, which can mean access to services as well as getting to and from work or school.

Finding the right combination of services and support to prepare job seekers to meet the demands of employers requires a responsive system that can adapt to the specific needs of the individuals it serves. The WIF will position Local Boards to expand the system's capacity to move more people into livingwage jobs.

Based on current performance outcomes, the WIF would allow Local Boards to commit to increased annual output as follows:

• Serve an additional 6,400 employers, significantly expanding access for smaller employers

- Place an additional 4,000 job seekers in living wage jobs, with a focus on those most in need
- Train 4,000 job seekers to meet the needs of the local employers

These outcomes would be above and beyond the federally funded outcomes, increasing the system's capacity to meet employer demand.

Important to note that the BFWDC is fully utilizing our Washington Workforce Association (WWA) membership to pursue this endeavor. It is a heavy lift locally but less so due to the collaborative nature of the whole. In September, we will seek approval from the Washington State Workforce Training and Education Coordinating Board to carry our ask in a formal Decision Package for the state legislature next session. Employment Security Department Commissioner Cami Feak has agreed to be our fiscal agent.

#### Closing

Thank you for serving on the BFWDC Board of Directors.

We look forward to updating you as more details develop regarding both opportunity areas.

Respectfully Submitted – T.A. Alviso, BFWDC CEO



P.O. Box 9046 • Olympia WA 98507-9046

August 15, 2022

Tiffany Alviso, Executive Director Benton-Franklin Workforce Development Council 815 N. Kellogg St., Suite C Kennewick, WA 99336

RE: PY21 WIOA Management Letter

Dear Ms. Alviso:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of Benton-Franklin Workforce Development Council (Benton-Franklin WDC) regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2021 (PY21). The purpose of this letter is to describe the scope of the review and communicate any items to address, questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations Benton-Franklin WDC.

The review included the following:

# **WIOA Title I Formula Program Review**

#### **WIOA Program Policies**

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 5)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)
- All other policies and/or procedures, memos, technical assistance guides, etc. developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review

# **WIOA Adult and Dislocated Worker Program**

- Eligibility
- Priority of Service (Adult Program Only)
- Supportive Services
- MIS/ETO Data Element Validation

# **WIOA Youth Program**

- Eligibility
- Supportive Services
- MIS/ETO Data Element Validation

# COVID-19 Disaster Recovery Dislocated Worker Grant; and COVID-19 Employment Recovery Dislocated Worker Grant

- Eligibility
- Program Enrollment

- Basic and Individualized Services
- Supportive Services
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes
- Data Element Validation

# **WIOA Title I Formula Administrative and Fiscal Review**

- Design and governance of the LWDB including sunshine provisions
- MOU/IFA/RSA
- One-Stop Operator, if applicable
- Policies/Procedures
- Administrative controls and monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal controls
- Cash and financial management
- Procurements & Contracts
- Cost allocation plan or rate
- Property & Inventory
- Single audit
- Personnel
- Grievance and complaint
- Support services & needs related payments
- Incumbent Worker, if applicable

# **Statewide Discretionary Contracts Compliance Review**

Economic Security for All (EcSA); Increased Employment (Rapid Response); COVID-19 Disaster Recovery Dislocated Worker Grant & COVID-19 Employment Recovery Dislocated Worker Grant

#### Administrative and Fiscal

- Cash and financial management/A19 reimbursements
- Administrative controls (Sub-recipient monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

If applicable, the monitoring review included any elements from the PY20 monitoring cycle, identified in your PY20 Daily Observation Reports, required to be included in your next round of monitoring.

Tiffany Alviso Page 3

There were no findings. Disallowed costs, questioned costs and items to address that were identified during the review are listed below with their status.

On behalf of ESD's Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review. Please let me know if you have any questions.

Sincerely,

Greg Ferland

Director, Workforce Monitoring

The Fale

cc: Dan Zeitlin, Director of Employment System Policy and Integrity, Employment Security Department

# **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

# **July 2022 Liaison Report**

Program Year July 2022-June 2023



A proud partner of the American Job Center network

# **Providing Employment and Training** Services to Job Seekers and **Employers**

Total Staff Assisted Job Seekers: 554 (-68)

Total Staff Assisted Services to Job Seekers: 1308 (-247)

Unique Number of Businesses Served: 93 (-4) Staff Provided Business Services: 117 (-54)

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: 479 (-83)

TC Futures Total Youth Enrolled (YTD): 95 (+95)

Out-of-School Youth (OSY) Program (YTD): 95 (+95)

Co-enrolled in Both Programs: 78 (+78)

Total Youth attained GED: 5 (+5)

Total OSY Employed and/or Post-Secondary Exits: 6 (+6)

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

Total Participants Served (YTD): 120 Monthly-to-Date Target: 124 (97%)

Total Employed Exits (YTD): 13 Monthly-to-Date Target: 15 (87%)

# **Additional BFWDC Programs**

#### Economic Security for All (FEDERAL EcSA)

Participants Served (YTD): 117 Monthly-to-Date Target: 100 Total Employed Exits: 24 Monthly-to-Date Target: 32

# Economic Security for All (STATE EcSA)

Monthly-to-Date Target: 7 Participants Served (YTD): 21 Total Employed Exits: 0 Monthly-to-Date Target: 5

#### Community Development Block Grant (CDBG)

Site Placements: 6 Monthly-to-Date-Target: 6 Program Target: 40,000 Low/Middle Income Served: 37.438

# Outreach to Historically Disadvantaged Communities

Referrals Made: 0 Monthly-to-Date Target: 0 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 (June)

**Employment Security Department Labor Market Information** 

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

Benton County Unemployment: 4.5%

Franklin County Unemployment: 5.3%

Tri-Cities Employment (June 2022)	Jobs	МоМ	% Change	YoY(21)	% Change	COVID Recovery
Total Nonfarm	123400	700	0.6%	4,900	4.1%	147%
Total Private	104500	900	0.9%	4,600	4.6%	158%
Goods Producing	19700	200	1.0%	400	2.1%	160%
Mining, Logging, and Construction	11300	-	0.0%	300	2.7%	164%
Manufacturing	8400	200	2.4%	100	1.2%	150%
Service Providing	103700	500	0.5%	4,500	4.5%	145%
Private Service Providing	84800	700	0.8%	4,200	5.2%	158%
Trade, Transportation, Warehousing and Utilities	21100	100	0.5%	500	2.4%	220%
Retail Trade	14300	-	0.0%	400	2.9%	175%
Financial Activities	4200	(100)	-2.3%	200	5.0%	67%
Professional and Business Services	22100	200	0.9%	700	3.3%	233%
Administrative and Support Services	11600	(200)	-1.7%	(100)	-0.9%	267%
Educational and Health Services	19700	100	0.5%	1,000	5.3%	227%
Leisure and Hospitality	13100	300	2.3%	1,400	12.0%	128%
Food Services	10300	200	2.0%	1,100	12.0%	144%
Government	18900	(200)	-1.0%	300	1.6%	45%
Federal Government	1100	(100)	-8.3%	(100)	-8.3%	100%
Total State Government	2800	(100)	-3.4%	100	3.7%	-100%
Total Local Government	15000	-	0.0%	300	2.0%	89%

- Other News
- Beginning August 1<sup>st</sup>, 2022, Open Doors will begin reporting numbers in alignment with Out-of-School Youth (OSY) program year.
- The final Ag Monitoring report was received by WSCB. Several best practices were noted, including the "all-hand-on deck approach to customer service" and shared responsibility across the partnership for providing services to Migrant Seasonal Farm Workers (MSFWs).
- State Economic Security for All (EcSA) launched July 1, 2022. This grant will run concurrently with Federal EcSA, and both will run through June 30<sup>th</sup>, 2023. While Federal EcSA is funded through federal WIOA funds, State EcSA is funded with Washington State general funds. State EcSA, like Federal EcSA, requires WIOA Adult Eligibility to participate, but does not require registration with Selective Service.
- An Outreach Request Form (ORF) has been developed for workforce development partners to request
  funding from the Outreach to Historically Disadvantaged Communities (OHDC) Grant to boost outreach
  efforts to marginalized populations. The purpose of OHDC is to connect communities that have
  experienced systemic barriers to federal, state, and non-profit services. As a part of this grant, the BFWDC
  will also be developing an *Outreach Guide* to aid in outreach and communication efforts with various
  populations that experience barriers.

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 f

Contact us at 509-734-5980

# **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

# **July 2021 Liaison Report**

Program Year July 2021-June 2022



A proud partner of the American Job Center network

# **Providing Employment and Training** Services to Job Seekers and **Employers**

Total Staff Assisted Job Seekers: 763

Total Staff Assisted Services to Job Seekers: 1743

Unique Number of Businesses Served: 126 Staff Provided Business Services: 207

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 Served (YTD): 186 Out-of-School Youth (OSY) Program: 96

Open Doors Program: 139

Co-enrolled in Both Programs: 49

Youth Attained General Education Development (GED): 6 Total OSY Employed and/or Post-Secondary Exits: 8

Average Wage: \$15 Placement Rate: 100%

> 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 Increase Employment \* Disaster Recovery \* Employment Recovery Total Participants Served (YTD): 319 Total Employed Exits (YTD): 68 Monthly-to-Date Target: 335 Monthly-to-Date Target: 91

# **Additional BFWDC Programs**

## Economic Security for All (EcSA)

Participants Served (YTD): 53 Monthly-to-Date Target: 64 Total Employed Exits: 11 Monthly-to-Date Target: 32 Participant Placements: 0 Program Target: 12 Community Members Impacted: 0 Program Target: 40,000

Community Development Block Grant (CDBG)

### Tri-Cities Year-over-Year Labor Force

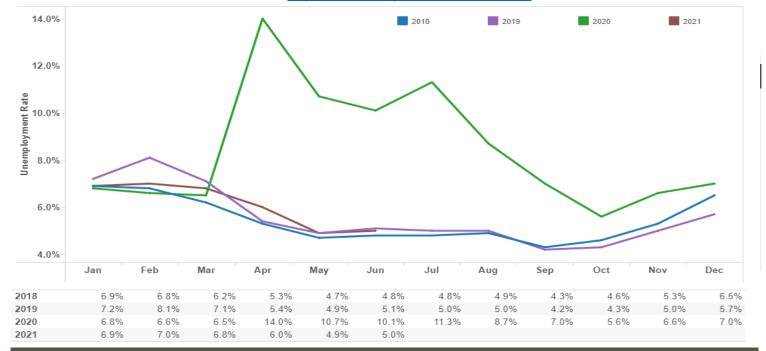
	2021		2020		2019		2018	
	June	May	June	May	June	May	June	May
Civilian Labor Force	155,893	148,848	149,193	147,353	151,897	145,993	148,165	141,351
Employment	148,110	141,495	134,067	131,561	144,199	138,902	140,979	134,746
Unemployment	7,783	7,353	15,126	15,792	7,698	7,091	7,186	6,605
Unemployment Rate	5.0%	4.9%	10.1%	10.7%	5.1%	4.9%	4.8%	4.7%

# Benton-Franklin Workforce Development Council (BFWDC)

# **Benton and Franklin County Business Demands (June)**

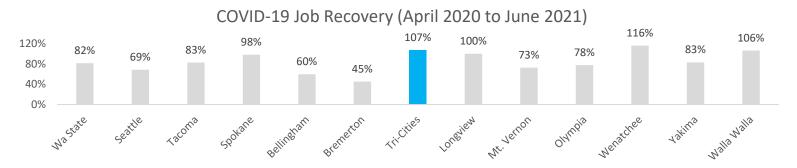
**Employment Security Department Labor Market Information** 

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



# Other News

- The WSCB Business Services Team hosted the Summer Virtual Job Fair on July 29th, 2021. Of the 158 customers who completed registration, 75% (117) attended the event. There were 36 booths, 256 chats, and 12 interviews conducted. 78 customers received an employment referral from WSCB staff.
- The WSCB office reopened for in-person services beginning July 1, 2021. We now offer a hybrid model of services, including both virtual and face to face.
- We had 51 Customer Satisfaction Survey responses (10% response rate), 94% of whom would refer family and friends.



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



Source: Employment Security Department/DATA<sup>1</sup>

						WDC Edits
soc	Occupational title	Base supply/demand adjusted definition 2021	Base supply/demand adjusted definition 2022	Compare 2021 Base with 2022 Base Same or Different	WDA	Type desired occupational definition (in_demand, not_in_demand, balanced) in this column.
11-1021	General and Operations Managers	not_in_demand	not_in_demand	Same	11	In-Demand
13-2020	Appraisers and Assessors of Real Estate	balanced	balanced	Same	11	In-Demand
13-2041	Credit Analysts	not_in_demand	not_in_demand	Same	11	In-Demand
13-2072	Loan Officers	balanced	not_in_demand	Different	11	In-Demand
15-1252	Software Developers	not_in_demand	not_in_demand	Same	11	In-Demand
15-1299	Computer Occupations, All Other	in_demand	not_in_demand	Different	11	In-Demand
17-2161	Nuclear Engineers	#N/A	not_in_demand	Different	11	In-Demand
17-2199	Engineers, All Other	in_demand	not_in_demand	Different	11	In-Demand
19-4051	Nuclear Technicians	balanced	not_in_demand	Different	11	In-Demand
29-1171	Nurse Practitioners	balanced	balanced	Same	11	In-Demand
31-1120	Home Health and Personal Care Aides	not_in_demand	not_in_demand	Same	11	In-Demand
31-1131	Nursing Assistants	not_in_demand	balanced	Different	11	In-Demand
33-3051	Police and Sheriff's Patrol Officers	not_in_demand	not_in_demand	Same	11	In-Demand
41-9021	Real Estate Brokers	not_in_demand	not_in_demand	Same	11	Balanced
41-9022	Real Estate Sales Agents	not_in_demand	not_in_demand	Same	11	Balanced
43-3071	Tellers	balanced	not_in_demand	Different	11	In-Demand
43-4051	Customer Service Representatives	not_in_demand	balanced	Different	11	In-Demand
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	not_in_demand	not_in_demand	Same		Balanced
47-2061	Construction Laborers	not_in_demand	not_in_demand	Same	11	In-Demand
47-2111	Electricians	not_in_demand	not_in_demand	Same	11	Balanced
51-4041	Machinists	not_in_demand	not_in_demand	Same	11	In-Demand
51-4121	Welders, Cutters, Solderers, and Brazers	not_in_demand	not_in_demand	Same	11	In-Demand
53-3032	Heavy and Tractor-Trailer Truck Drivers	not_in_demand	balanced	Different	11	In-Demand
53-3052	Bus Drivers, Transit and Intercity	not_in_demand	not_in_demand	Same	11	In-Demand
53-7051	Industrial Truck and Tractor Operators	not_in_demand	balanced	Different	11	In-Demand
53-7065	Stockers and Order Fillers	not_in_demand	not_in_demand	Same	11	In-Demand

<sup>&</sup>lt;sup>1</sup>DATA = Data Architecture Transformation and Analytics. Formerly LMEA and LMPA. \* An N/A in the "Base supply/demand adjusted definition 2021" column indicates that an occupation was not defined or was not included in the list, for this region in 2021, for various reasons (e.g. suppression, staffing patterns, new code-aggregations, etc.).



# WorkSource Operator Report Benton Franklin Workforce Consortium July 2022

#### July Highlights:

- We 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 which 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 feature customer was DaVita, a business customer the team has helped to meet hard to fill hiring needs.

#### **WorkSource Site Operations:**

Customer Counts 7/1 - 7/31/2022		
Total Staff Assisted Seekers	554	
Total Staff Assisted Services	1308	
Basic Career Services	1040	
Individualized, Training, and Support Services	142	
Unique Number of Businesses Served	93	
Staff Provided Business Services	117	
	Services Provided	Businesses Served
Business Assistance	14	10
WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.		
Employee Training	12	7
Assessment, referral, enrollment, etc.		
Other	79	55
Employer outreach visit, marketing business services, etc.		
Recruitment	71	44
Hiring events, referrals, etc.		
Wage & Occupation Information	1	1
Labor Market Info, etc.		

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED, & external partner MIS (DVR); Business Services: ETO Staff Provided Business Services (8/10/22).



#### July 2022 Customer Feedback:

- 68 survey responses were received via Survey Monkey and QTRAC (12% response rate):
  - Of the customers who responded, 87% will refer family and friends
  - o Top 3 services received: job search, unemployment, and one-on-one career guidance.
- WSCB Team members engage customers to ensure their needs were met and to identify
  actionable feedback. A total of 25 comments were collected to include areas we exceeded
  expectations and suggested improvements.
- Customer Feedback What we did well:
  - "Maria Martinez was very knowledgeable and provided me with a lot of helpful information during our appointment. I really appreciated how quickly she emailed me with links and resources after our telephone appointment."
  - "You have a wonderful Teacher -Olivia Mendoza with lots of knowledge and who is very helpful."
  - "AnJanet is always positive, helpful, and proactive. Thankful for her guidance through these difficult times."
- Customer Feedback What we can do better:
  - We received the following actionable, specific feedback in July to be addressed in July:
    - "I have taken a virtual class and in person. I think the virtual is informative however, it is cold and missing the warmth and camaraderie that comes with in person classes."
    - "Two-factor login identification to e-Services account, very frustrating.
       Everything else was good."

#### **Service Delivery**

#### **Career Services:**

- Services highest in demand included basic assessment, deskside job seeker assessment, basic
  assessment, and provision of workforce information. During July WSCB provided 113 group
  services to 46 individuals through our locally offered workshops and group sessions. WorkFirst
  Orientation was our most attended group service as we see an uptick in enrollments.
- WSCB case managers continue to collaborate to identify how to streamline services for customers. Dislocated Worker and Trade Act staff are holding monthly meetings together to share information on shared customers.

#### **Business Services:**

- Work is happening within the partnership to ensure coverage of four sectors, including transportation, warehousing, manufacturing, and construction.
- July Event Outcomes:
  - Popeye's: 7/12 at TC Futures
    - 7 in-person applications; 6 new hires
  - Oregon Department of Corrections: 7/13 & 7/20 at WSCB



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- 2 in-person attendees
- o Bolthouse: 7/22 at WSCB
  - 3 attendees and 6 calls to recruiters during the event
- Senior Living Resources 7/27 & 7/28 at TC Futures
  - 3 attendees; 1 in-person applicant (with interview scheduled)
- Upcoming Events
  - WSCB Employer Open House 8/17 from 1:30-3pm at WSCB

# **Community Connections:**

- 7/12: Met with Michael Carpenter from the Office of Equal Opportunity with the Washington State Department of Transportation (WSDOT). He shared information about scholarship opportunities for job seekers interested in pre-apprenticeship and certificate trainings to support a career in highway construction/maritime trades.
- 7/13: Attended the Quarterly Business Builder meeting hosted by the Tri City Regional Chamber. These meetings are an opportunity to network with local business and community providers, learn about resources available, and share the resources we provide.
- 7/20: We participated in the first of three live interviews on La Raza 100.1 to share information about WorkSource services and how to connect with them. This is a collaboration with Eagle Media, made possible in partnership with ESD and OIC, and designed to better engage our Spanish speaking community members.
- 7/25: Met with LoAnn Ayers, President of United Way, to learn about the results of the local Healthcare Needs Assessment and share information about resources available to businesses and job seekers through the WSCB partnership.
- 7/27: Met with Paulina Valdez & Raquel Munguia, representatives of the Kennewick and Pasco Housing Associations to learn about resources available and identify partnership opportunities.

#### **Staff Training & Development:**

## **Training/Development Attended:**

- 7/6: Community Partner Cross Training Office of Deaf & Hard of Hearing
- 7/13: Cross training Unemployment Insurance; June Customer Feedback Improvements
- 7/20: Cross training Digital Literacy Resources; June Data Review; Policy Training: WIN0120

#### **Upcoming Training/All Staff Meetings:**

- 8/3: Heat Safety; July Customer Feedback Improvements
- 8/10: Community Partner Cross Training CBC Training Options; Cross Training: DVR Services
- 8/17: Cross training Dislocated Worker Program; July Data Review
- 8/24: Myers Briggs Type Indicator (MBTI) Part 1
- 8/31: Myers Briggs Type Indicator (MBTI) Part 2
- Week of 10/3-10/7: Human Centered Design (HCD), Bird Styles, Motivational Interviewing, and Navigating Change



# **Facilities:**

- 7/12: Met with Jeff from Finish the List Handyman at offsite storage unit in preparation for unit clean up
- 7/14: PY24 Facilities Planning Meeting in collaboration with ESD Facilities Team
- 7/15: Quarterly Pointe Pest Control service completed
- 7/25: Received confirmation of WSCB offsite storage clean up completion
- 7/26: Water fountain filter changed by Jeff from Finish the List Handyman
- 7/27: Service call by Stanley Security to remedy a faulty panic alarm button

Respectfully submitted by C. Bright on 8/10/22



# Transforming the futures of youth and young adults through inclusive access to equitable and holistic services

# **July 2022**

**Traffic:** 396 (Number of visits, not unique customers)

Monthly GED: 5 YTD GED: 5

**Co-enrolled:** 78 (Enrolled in both Open Doors and OSY)

**Total Served:** 95 OSY (Includes PY21 carry-ins) Open Doors numbers begin at the start

of school calendar year, which is August 1st. Beginning August 1st, 2022, Open Doors will begin reporting numbers in alignment with Out-of-School

Youth (OSY) program year.

# **Family Tradition**

Two 18-year-old males, one from Yakima and the other from Pasco enrolled at TC Futures together. They live together in an over-crowded situation with 6 adults and 3 small children in a 2-bedroom apartment. One of the adults in the apartment came in to ensure that both enrollees were participating and engaged. With her encouragement and support, they supported each other.

When reviewing records, it was realized that one of the enrollees was testing at a college level! Both young men tested and passed the GED exam within 2 months of enrollment. One was co-enrolled with OSY to pursue training and work.

#### **Events**

- TC Futures hosted, in partnership with WorkSource Columbia Basin (WSCB) Business Service Team (BST), a hiring event for Popeye's Louisiana Kitchen (new restaurant in Kennewick). The one-day event resulted in 7 attendees and 6 on the spot hires.
- TC Futures hosted, in partnership with WSCB BST, a hiring event for Senior Life Resources, hiring Direct Care Providers. Outcome from event has resulted in two hires so far.

# **Center Updates**

- Construction on adjoining site has begun. Demolition is expected to be completed by the end of the month. We have been working with the construction manager and commercial property manager to mitigate issues with noise and other related construction disruptions.
- Working on a new sign in electronic system. Soon TC Futures customers will be able to sign in and out of TC Futures electronically and their feedback about their visit.

TC Futures is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay Service: 711