



Benton – Franklin Workforce Development Council (BFWDC)

QUARTERLY BOARD OF DIRECTORS MEETING

Tuesday, April 25th, 2023, 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 Wood
 - b. Visitor Welcome – Cyndelle Wood
 - c. Public Comment – Todd Samuel

- II. **Consent Agenda (Needs a Vote)**
 - a. Approval of Board Minutes
 - To approve the January 31st, 2023, Quarterly Board Meeting Minutes as presented.
 - b. Finance Reports
 - To adopt the BFWDC Finance Reports for the period ending February 28th, 2023, and PY22 Budget Revision as submitted.
 - c. Title 1-B WIOA Award
 - To award RFP #2023-01 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1st, 2023, to June 30th, 2024.
 - d. Funding
 - To approve the contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, utilizing sole-source procurement, Effective February 1st, 2023.
 - To approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement.
 - To approve reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9th, 2023.
 - To award the EcSA Round 3 Subrecipient Contractor, Career Path Services, an additional \$25,000, bringing the total contract amount to \$396,204, Effective April 1st, 2023.
 - To award our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023.
 - 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.

- III. **BFWDC Board Business & Announcements** – Tiffany Alviso
 - a. Motion to nominate new Board of Directors members (Needs a vote)
 - o Representing Government: Jessica Rusch, DSHS
 - o Representing Labor: Andrew Cook, Southwest Washington Northeast Oregon JATC
 - o Representing Labor: Geoff Arends, LU112-NECA Electrical JATC
 - b. Motion to approve Board of Directors member re-elections (Needs a vote)
 - o Representing Business: Lynn Ramos – Braswell, Gesa
 - o Representing Business: Lori Mattson, Tri-City Regional Chamber
 - c. Board Member Resignation
 - d. Board Member Recognition
 - e. Strategic Planning Update

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



- IV. **WorkSource Columbia Basin Annual Update** – Crystal Bright
- V. **TC Futures Customer Spotlight** – Heather Woodruff
- VI. **Member Updates & Business Engagement** – All Board and Ex-Officio Members
- VII. **Quarterly Board Meeting** – Tuesday, July 25th, 2023, at 4:00 p.m. Hybrid
- VIII. **Adjournment**

Attachments:

1. 2023.01.31 Quarterly Board Meeting Minutes
2. 2023.02 Finance Reports
3. Memo – Sole-Source Procurement OHDC CPS Contract
4. Memo – Sole-Source Procurement OHDC ESD BFET Contract
5. Memo – CDBG Hunger Relief CPS Contract Reduction
6. Memo – EcSA Round 3
7. Memo – PY22 OSY CPS Contract Modification
8. Memo – Dislocated Worker CPS Contract Modification
9. 2023.03 LWDB EcSA Letter
10. 2023.04 TC Futures Customer Spotlight
11. 2023.04 Youth Committee Quarterly Report
12. 2023.04 AEL Committee Quarterly Board Report (AD DW RR NDWG)
13. 2023.04 AEL Committee Quarterly Board Report (OHDC, CDBG, EcSA)
14. 2022.03 Liaison Report
15. 2023.03 Liaison Report
16. 2023.03 TC Futures Report
17. 2023.02 WorkSource Operator Monthly Report
18. 2023.03 WorkSource Operator Monthly Report
19. Program Year 2023 Board of Directors Calendar
20. 2023.02.14 Commerce CDBG Monitoring Letter
21. DEI Committee January-March 2023 Happenings

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

Quarterly Board Meeting

January 31st, 2023, 4:00 p.m. – Zoom.

Board - Present

Commissioner Will McKay
 Todd Samuel
 Adolfo DeLeon
 Lynn Ramos-Braswell
 Bob Legard
 Carlos Martinez
 David Phongsa
 Jennie Weber
 Richard Bogert
 Michael Bosse
 Lori Mattson
 Lety Torres
 Kate McAteer

Board - Excused

Michael Lee
 Dennis Williamson
 Clint Didier
 Amanda Jones

Absent

Karl Dye
 Alicia Perches

BFWDC Staff

Tiffany Alviso
 Jan Warren
 David Chavey
 DeAnn Bock
 Cynthia Garcia
 Jessie Cardwell
 Isaac Estrada
 Cyndelle Howell
 Rebekah Tuno
 Carya Bair

Guests

Crystal Bright
 Keri Lobdell
 LoAnn Ayers
 Michelle Bishop-Gardner
 Melanie Olson
 Cami Eakins
 Kelly Harnish
 Rebecca Williamson
 Sonee Kulaga
 Heather Woodruff
 Marissa Cox

Call to Order and Welcome

Todd Samuel, Chair, called the meeting to order at 4:02 p.m.

Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle reported excused absences and conducted a roll call of the BFWDC Board Members and BFWDC Staff; a quorum was present as defined in the bylaws. Cyndelle welcomed guests and presenters who introduced themselves using the Zoom chat feature.

Consent Agenda

Chair Todd Samuel asked members if they wanted any consent agenda items removed for individual consideration or additional discussion. The response was no.

- a. Approval of Board Minutes
 To approve the October 25th, 2022, Quarterly Board Meeting Minutes as presented.
- b. Finance Reports
 To adopt the BFWDC Finance Reports as submitted for the period ending 11/30/22.
- c. Policies
 Policy 2023-01 Stevens Amendment
 Policy 2023-02 Management of Medical & Disability-Related Information
- d. Increase in EcSA Funding
 Award EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023.

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Adolfo de Leon, the second by Lynn Ramos-Braswell, and unanimously carried to approval.

BFWDC CEO Presentation

BFWDC Request for Proposal (RFP) WIOA Title-1B Youth, Dislocated Worker, and Adult grants
 Tiffany Alviso shared the timeline for the WIOA Title-1B grants, including the release date, the date proposals are due, and the proposed contract period. [WIOA Title-1B Request for Proposal](#). Tiffany informed Board Members of the future need for a standing committee to review the proposals that have been submitted.

Todd Samuel shared his experience on the RFP committee and that being part of this proposal review process gives you an excellent opportunity to get up to speed on the WIOA programs and gain a better understanding. Todd highly encouraged members to volunteer as it is gratifying.

BFWDC Organizational Business Engagement Manager Position

Tiffany Alviso discussed adding a Business Engagement Manager position to the BFWDC team. With over 70 applicants to the open position, the team selected one professional and presented an offer for employment – Carya Bair will start February 1st. Carya has strong business leadership, community connections, and a Workforce Development background.

Outreach to Historically Disadvantaged Communities (OHDC) Media

Tiffany shared the details of the underway OHDC media campaign, both publications and radio advertisements, in hopes of informing the public about workforce services offered to employers and Job Seekers.

Performance Letter quarter ending September 30th, 2022

Tiffany Alviso informed attendees of the Director of Grants Management and Employment Security Department letter, who complimented our service providers on specific performance indicators listed there. The letter from Mr. Tim Probst was included with the meeting materials to view outcomes, targets, actual performance, and best practices.

Board of Directors

Tiffany provided an update on Board membership; Jim Smith is retiring (labor position). In preparation for his retirement at the end of February, she met with Nick Bumpaous, the President of the Central Washington Building Trades Council, to recommend a nomination to fill that empty labor seat.

Tiffany also notified the attendees of an open Business seat and is actively networking to fill that empty seat.

Diversification of Funding

Tiffany provided updates on the EcSA, QUEST, and WWA Workforce Impact resource development. Tiffany shared that last Wednesday (01/25/23), she participated in the first annual Washington Workforce Association, Legislative Day Hill Climb which 17 WWA members were able to connect with 25 different legislators advocating for the workforce system, education, and the need for economic security and the business funding to serve our local employers. Thursday, January 26th, Tiffany attended the Tri-City Regional Chamber of Commerce Legislative Day. The emphasis being education, energy, mental health, and transportation. There were approximately 40 participants engaged in conversation with five legislators.

Looking Ahead

January is the start of the Program Year 22 BFWDC Annual Sub-Recipient Monitoring which covers both program and fiscal monitoring in preparation for the May monitoring.

February 23rd, 2023, the BFWDC Board Member Retreat will be held at the Richland Library from 8:30 a.m. - 4:30 p.m. Board members and ex-officio members are welcome.

National Association of Workforce Boards, “The Forum,” is being held March 25th – 28th in Washington, D.C. Tiffany, Jan, David, and Executive Board Member Lynn Ramos-Braswell will attend.

WorkSource Columbia Basin (WSCB) Customer Spotlight

Crystal Bright welcomed Michelle Bishop Gardner to introduce this month’s WSCB Spotlight, Jennifer Krigbaum. Jennifer shared her journey with WSCB and her experiences working with Michelle and Melissa. Jennifer shared that she had to choose a new career path due to a life-changing injury. WSCB was able to pair Jennifer with a Labor and Industries employee due to the nature of her case. Jennifer received vouchers for gas and attire for interviews

and insight on job scanning and resume checkers. Jennifer received practical advice regarding navigating Labor and Industries claims and working with her claims manager. She was very grateful for Marissa and Michelle’s ongoing support in finding her “Dream Job” with the USDA Service Agency.

DEI (Diversity, Equity, Inclusion) Committee

Cynthia Garcia shared details regarding the DEI Committee. The committee comprises leaders with unique backgrounds, experiences, and ways of thinking. Their mission is to promote diversity, equity, inclusion, and access for all community members, not just those they serve. Their meetings are a safe place to have difficult conversations with increased shared understanding to drive our mission forward. The attached DEI infographic includes more information about their objectives, mission, and a list of their current stakeholders. The committee meets four times a year, the next meeting being held in March. For additional information or if you would like to join the committee, please contact Cynthia Garcia.

Benton and Franklin Counties Community Health Needs Assessment (CHNA) and Improvement Plan (CHIP)

LoAnn Ayers, United Way, welcomed Kelly Harnish, BFHD, to share the recent 2022 CHNA findings and 2023 CHIP timeline. Community Health Needs Assessment (CHNA) helps determine which critical health needs the community will focus on addressing over the next 3-5 years. It is a systematic and shared process for identifying and analyzing community needs and assets throughout Benton and Franklin counties. Community health needs assessment helps to uncover not only needs and resources but the underlying culture and social structure that will help you understand how to address the community's needs and utilize its resources. An assessment will encourage community members to consider the community's assets and how to use them, as well as the community's needs and how to address them. The CHNA assessment comprises interviews with working partners and community collaborators, listening sessions, community surveys, and topic-focused community forums. Kelly Harnish discussed the qualitative and quantitative data as well as demographics. Across Benton and Franklin Counties, Kelly shared the findings on access to healthcare and the use of preventive services, including healthcare provider coverage. Childcare costs and needs were overviewed from Benton, Franklin Counties, and Washington State. Kelly concluded the 2022 CHNA findings covering mental and behavioral health.

Member Updates & Business Engagement

Due to time constraints, no updates were made.

Next Meeting

Board Retreat – Thursday, February 23rd, 2023, from 8:30 a.m. – 4:30 p.m., Richland Library
Quarterly Board Meeting – Tuesday, April 25th, 2023, at 4:00 p.m. via Zoom

Adjournment

With no further business, Todd adjourned the meeting at 5:07 p.m.

Todd Samuel, Chair

Date

Cyndelle Howell, Admin. Asst.

Date

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 10 - Corporate Entity
 As of 2/28/2023

		Current Period Balance
Asset		
Cash (Checking Acct - CE)	1110	1,616.35
Corporate Entity MM Account	1111	46,284.76
CE 12 month CD	1112	52,735.39
Total Asset		100,636.50
Liabilities		
Accrued Vacation Payable	2500	74,556.90
Due to/from other funds	2990	(32,000.00)
Total Liabilities		42,556.90
Net Assets		58,079.60
Total Liabilities and Net Assets		100,636.50

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Corporate Entity
From 7/1/2022 Through 2/28/2023
(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	199	0	0.00%	0	0.00%
Donations/Contributions (unrestricted)	0	0	0.00%	0	0.00%
Total Revenue	<u>199</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%
Donation fees	0	0	0.00%	0	0.00%
Dues, Fees and Subscriptions	118	0	0.00%	0	0.00%
Non WIOA Expenses	0	0	0.00%	0	0.00%
Total Expenses	<u>142</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Net Surplus/ (Deficit)	<u><u>57</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 2/28/2023

		Current Period Balance
Asset		
Cash (Bank Acct - WDC)	1120	(7,476.20)
CDBG Receivable	1201	39,688.77
AR OHDC	1202	24,069.38
Receivable (Grants)	1300	324,032.07
Total Asset		380,314.02
Liabilities		
Accounts Payable (AP System)	2000	339,262.12
Due to/from other funds	2990	32,000.00
Total Liabilities		371,262.12
Net Assets		9,051.90
Total Liabilities and Net Assets		380,314.02

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - With budget revision
20 - WDC Main
From 7/1/2022 - 1/31/2023

	Current Period Actual	Annual Budget	Reclassify	Reclassify	Increase	Decrease	Revised annual budget	Comments	Percentage of Total Budget
Expenses									
Sub-Recipient Reimbursements	2,070,821	3,221,817					3,348,537		61.84%
					89,118			Quest	
					30,799			PY21 Youth reallocated funds	
					13,309			PY22 DW reallocated funds	
						84,887		CDBG contract revision	
					25,000			EcSA Round 3 reallocated funds	
					53,381			PY20 EcSA reallocated funds	
Rent and Facilities	38,863	61,122					61,122		
Salaries and Wages	530,843	786,590			32,085		818,675	Hired additional staff - Quest	64.84%
Payroll Taxes and Benefits	141,673	245,791			7,097		252,888	Hired additional staff - Quest	56.02%
Non-WIOA reimbursment	0	0					0		0.00%
Professional Services and Contracts	44,917	299,504		218,854		5,000	75,650	Reclassify OHDC/reduced audit costs	59.37%
TC Futures	40,870	65,000					65,000		62.88%
Travel and Training	34,417	46,320					46,320		74.30%
Supplies, Furniture and Equipment	8,467	13,900					13,900		60.91%
Equipment and Software - Lease and	9,049	28,685					28,685		31.55%
Communications (Telephone, Postage and	1,661	3,960					3,960		41.94%
Insurance	7,679	7,679					7,679		100.00%
OHDC Outreach	69,239	0	218,854				218,854	Reclassify OHDC	31.64%
OHDC Admin fees	17,320	0					0		0.00%
Dues, Fees and Subscriptions	17,031	17,409					17,409		97.83%
Total Expenses	3,032,849	4,797,777	218,854	218,854	250,789	89,887	4,958,679		61.16%

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - WDC Program Rev/Exp - OHDC Reclassify YTD costs
From 7/1/2022 Through 2/28/2023

5005 - OHDC
205 - OHDC

	Current Period		Description
	Actual	Reclassify expenses to outreach	
Expenses	As of 2/28/23	Debit	Credit
Salary & Wages	58,503.38	-	-
Payroll Tax Expense	5,535.72	-	-
Medical/Dental Insurance	2,378.92	-	-
401K Benefits	752.78	-	-
Professional Fees (Other)	13,128.10	-	13,128.10
Professional Fees (Pay Plus)	1,226.86	-	-
Supplies	14,688.36	-	14,688.36
Telephone	347.07	-	-
Outreach	37,782.22	31,457.18	-
Travel	1,003.71	-	-
Conference Fees & Registration	545.00	-	-
Dues, Fees & Licenses	3,640.72	-	3,640.72
Administrative Costs	17,319.52	-	-
Total Expenses	156,852.36	31,457.18	31,457.18

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 30 - WSCB Partnership
 As of 2/28/2023

		Current Period Balance
Asset		
Cash (Bank Acct - WSCB)	1130	57,764.99
Accounts Receivable	1200	3,438.76
Total Asset		61,203.75
Liabilities		
Accounts Payable (AP System)	2000	4,092.03
Total Liabilities		4,092.03
Net Assets		57,111.72
Total Liabilities and Net Assets		61,203.75

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30-WSCB Partnership From 7/1/2022-2/28/2023

(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	152,715	152,723	99.99%	229,085	66.66%
IFA Adjustments	0	0	0.00%	0	0.00%
Sub-Lease Revenue	104,658	104,658	100.00%	156,987	66.67%
Employee Recognition Non-Operating Income	886	0	0.00%	0	0.00%
Total Revenue	<u>258,259</u>	<u>257,381</u>	<u>100.34%</u>	<u>386,072</u>	<u>66.66%</u>
Expenses					
Rent and Facilities	226,611	234,645	96.58%	352,177	64.35%
Supplies, Furniture and Equipment	5,861	10,550	55.55%	16,200	36.18%
Employee Recognition	862	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	4,887	1,200	0.00%	1,200	407.25%
Managed Print	80	4,480	1.79%	6,720	1.19%
Business/Community	0	3,400	0.00%	5,000	0.00%
Dues, Fees and Subscriptions	2,337	3,175	73.61%	4,775	48.94%
Total Expenses	<u>240,639</u>	<u>257,450</u>	<u>93.47%</u>	<u>386,072</u>	<u>62.11%</u>
Net Surplus/ (Deficit)	<u>17,620</u>	<u>(69)</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>

MEMORANDUM

DATE: February 7, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to Approve contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, Effective February 1, 2023, utilizing sole-source procurement.

Background: The Outreach to Historically Disadvantaged Communities grant is provided solely for “community organizations that serve historically disadvantaged populations to conduct outreach and assist community members in applying for state and federal assistance programs, including but not limited to those administered by the departments of social and health services; Commerce; and children, youth, and families”. The BFWDC was awarded \$530,000 of OHDC funds in March of 2022, which was reduced to \$454,000 in September of 2022 due to State budget constraints.

CPS has proposed utilizing a portion of funds to provide support for a total of 3.25 FTE of direct staff, with 1.5 FTE committed to outreach event planning and execution, and 1.75 FTE committed to front-end services at WorkSource Columbia Basin and TC Futures sites. Additionally, funds will support outreach event planning and execution in partnership with community-based organizations (CBOs). CPS will work in close partnership with the WorkSource Columbia Basin outreach committee and TC Futures, CPS’ Community Engagement team will cultivate partnerships with local CBOs that already serve these community groups across Benton and Franklin counties to more effectively and impactfully engage members of each respective community.

BFWDC staff recommends contracting with Career Path Services in the amount of \$133,000 to execute these activities beginning February 1st, 2023, through June 30, 2023, via sole-source procurement based on the following:

1. The original program activities listed in the BFWDC’s grant application outlined extensive research and planning required to program these funds. On December 21, 2022, the WA State Department of Commerce gave direction to have all unspent funds programmed for the remainder of the grant term by 1/25/23 or risk funding recapture. This situation created a quick turnaround time on allocating OHDC funds to avoid loss of funding.
2. CPS proposed these activities to the BFWDC and solicited interest from the One-Stop Operator partnership organizations on 1/12/23. They submitted a proposal for funds through our existing outreach request form process for requesting funds from this grant.
3. CPS has continued to develop new outreach strategies throughout the program year for their workforce programs in order to pilot alternative ways to reach underserved populations as well as utilize a human-centered approach to engage with program participants in assisting them in attaining their goals. Their efforts to assist participants and improve services have been highlighted in the Program Performance Summaries reviewed by the committee each month.
4. CPS has demonstrated success in working with workforce service grants reflected by their successful outcomes in the Youth, Adult, Dislocated Worker, and Economic Security for All programs as demonstrated by the monthly performance reported during advisory committee meetings.
5. The State Monitors reviewed the Youth, Adult, and Dislocated Worker program files during their PY21 Annual Monitoring visit and determined there were no disallowed costs or findings.
6. WA State Department of Commerce has pre-approved the proposed activities included in this contract.

MEMORANDUM

DATE: February 7, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to Approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement.

Background: The Outreach to Historically Disadvantaged Communities grant is provided solely for “community organizations that serve historically disadvantaged populations to conduct outreach and assist community members in applying for state and federal assistance programs, including but not limited to those administered by the departments of social and health services; Commerce; and children, youth, and families”. The BFWDC was awarded \$530,000 of OHDC funds in March of 2022, which was reduced to \$454,000 in September of 2022 due to State budget constraints.

These OHDC funds will enable our local SNAP BFET program to provide enough resources in support services to enroll a minimum of 15 additional new customers, with approximately \$1,300 in support services each. ESD will provide job search training, supervised job search assistance, case management services, life skills classes, and job retention services through existing resources.

BFWDC staff recommend contracting with ESD in the amount of \$20,000 to execute these activities through June 30, 2023, via sole-source procurement based on the following:

1. The original program activities listed in the BFWDC’s grant application outlined extensive research and planning required to program these funds. On December 21, 2022, the WA State Department of Commerce gave direction to have all unspent funds programmed for the remainder of the grant term by 1/25/23 or risk funding recapture. This situation created a quick turnaround time on allocating OHDC funds to avoid loss of funding.
2. ESD proposed these activities to the BFWDC through our existing outreach request form process for requesting funds from this grant.
3. ESD is a central partner in local one-stop operator activities and workforce development service delivery.
4. WA State Department of Commerce has pre-approved the proposed activities included in this contract.

MEMORANDUM

DATE: February 14, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to Approve Reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9, 2023.

Background: On July 1, 2021, the BFWDC was awarded \$510,000 from the Washington State Department of Commerce under their Community Development Block Grant (CDBG) Coronavirus Hunger Relief program to support “local food bank and nutrition program employee placement, wages, and training in areas facing elevated food insecurity; and to prevent, prepare for, and respond to coronavirus.”

During the BFWDC’s subrecipient monitoring of the CDBG Hunger Relief contract, conducted in late 2022, it was determined that spending performance was an area of concern. As a result, CPS determined that a total of \$84,887 would be left unspent by the end of the contract term of June 30, 2023. This program experienced significant challenges getting additional food bank host sites and thus employee placements despite efforts by both CPS and BFWDC staff efforts.

BFWDC staff recommend reducing Career Path Services’ CDBG Hunger Relief contract, by \$84,887 for a revised contract total of \$363,831, effective February 9, 2023.

MEMORANDUM

DATE: March 13, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to award the EcSA Round 3 Subrecipient Contractor, Career Path Services, an additional \$25,000, bringing the total contract amount to \$396,204, Effective April 1, 2023.

Background: The Economic Security for All (EcSA) program was designed for building and testing locally developed approaches for streamlining access to existing services and benefits, helping more low-income families move out of poverty. With a goal of replicating and expanding successful approaches, the EcSA program is funded by the Workforce Innovation and Opportunity Act (WIOA) statewide activities funds and general funds from the governor's budget.

Due to excellent performance with our EcSA Program, the BFWDC has been awarded an additional \$25,000 of State EcSA dollars reallocated from two other areas to support our local EcSA program. The funds will be utilized to support direct client training, support service needs, and staffing/CPS overhead.

BFWDC staff recommends increasing Career Path Services' PY 22 State EcSA contract in the amount of \$25,000 beginning April 1, 2023, to be expended by June 30, 2023.

MEMORANDUM

DATE: February 21, 2023
TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board
FROM: Cynthia N. Garcia, Youth Programs Manager/EO Officer
SUBJECT: Motion to award our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023

Background: State ESD is reallocating unspent PY21 Youth funds to local areas interested in receiving additional funds and in good standing with their expenditures. Our area's reallocation amount is \$30,799. These funds must be spent fully by June 30, 2023.

BFWDC staff recommends awarding our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023, based on the following:

1. In reviewing January 2023 Out-of-School program invoice, our service provider, CPS, has expended 95% of their monthly target.
2. CPS has demonstrated success in meeting expenditure targets while reflecting successful outcomes in their programs.
3. CPS has continued to develop new strategies throughout the program year to provide alternative ways for customers to access services and engage with program participants to assist them in attaining their goals. Their efforts to assist participants and improve services have been highlighted in the Program Performance Summaries reviewed by the Youth Committee.

MEMORANDUM

DATE: April 13, 2023

TO: Benton-Franklin Workforce Development Council (BFWDC) Full Board

FROM: Jessie Cardwell, Workforce Programs Manager

SUBJECT: Motion to award the WIOA Title IB Dislocated Worker Subrecipient Contractor, Career Path Services (CPS), an additional \$13,309, bringing the total contract amount to \$773,072, effective April 10, 2023.

Background: State Employment Security Department (ESD) is reallocating unspent Rapid Response funds to local areas interested in receiving additional funds for their Dislocated Worker programs and are in good standing with their expenditures. Our area's reallocation amount is \$42,507, which must be spent fully by June 30, 2024. Because we 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.

- In reviewing the February 2023 Dislocated Worker program invoice, our service provider, CPS, has expended 104% of their monthly target.
- CPS has successfully met expenditure targets while reflecting successful outcomes in its programs.
- CPS has continued to develop new strategies throughout the program year to provide alternative ways for customers to access services and engage with program participants to assist them in attaining their goals. Their efforts to assist participants and improve services have been highlighted in the Program Performance Summaries reviewed by the Adult and Employer Linkage Committee.

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.



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

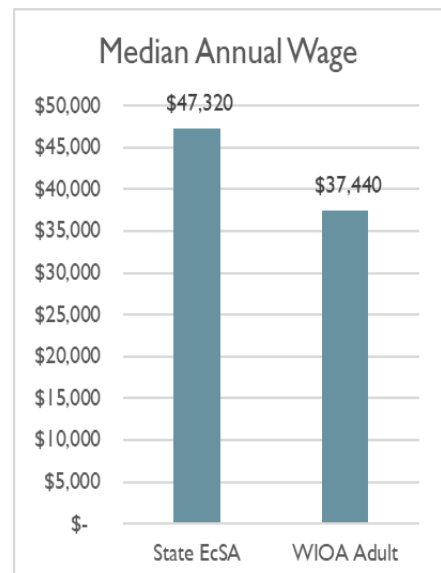
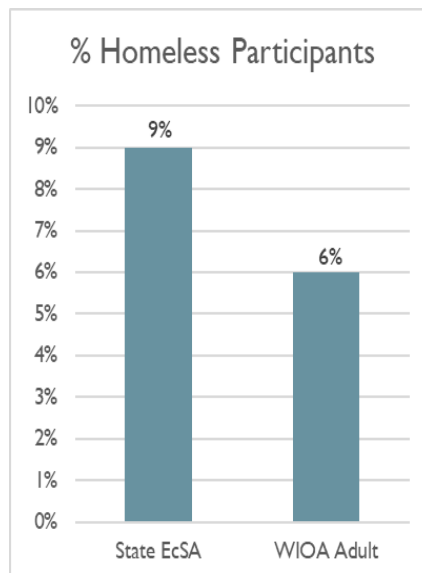
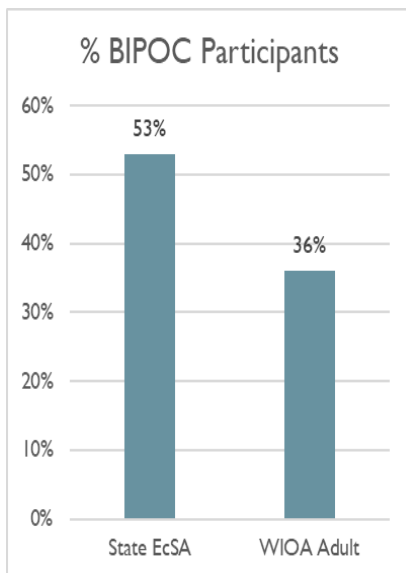
March 24, 2023

Dear Local Workforce Board Directors throughout Washington,

As we receive new demographic data about the state-funded Economic Security for All (EcSA) program, it is becoming even more clear how meaningfully and successfully you are promoting equity in your communities in every part of the state. Equity and economic success are long-term work and require humility and persistence over years and decades, which is why I believe it is important to share and celebrate positive indicators along the way.

As you know, we all are often asked, “How do you know EcSA is working?” The simple answer is that the state-funded EcSA program is meeting or exceeding (sometimes vastly exceeding) all of the performance targets that you promised to achieve in return for receiving the funding. Sometimes we are asked for information beyond that, and how EcSA is comparing to other existing programs.

Control group comparisons are very difficult in any workforce or social service, and when attempted, they often are not conclusive or meaningful, because of the vast number of variables involved when we look at human beings and their behaviors in any given program. However, Washington’s implementation of the WIOA program for low-income adults has been exemplary over decades, exceeding federally-set targets with regularity, and often considered among the better programs in the entire nation. It is not entirely fair to compare EcSA to such a strong and long-standing legacy program, when EcSA is new and attempting a more difficult task: moving people with very low income and significant barriers all the way to permanent living wage. With that caveat, we do have new capabilities to compare demographics and outcomes between the two programs, and it is an indicator of not only how impressive your ongoing work in the WIOA Adult program is, but also how effectively you are pursuing and achieving the goals of EcSA.



These are only early indicators, and they are not comprehensive nor conclusive. Also, it is extremely important to remember that the WIOA Adult program is performing very well. However, I still wanted to share these early indicators of your work to promote equity, help people in your community move out of poverty permanently, and build the economic and social fiber of your communities into something even stronger than it was before the pandemic!

Your partnership with your local business community, social services, and economic development contribute to your ability to create this kind of early success. Although these two programs are not exactly comparable and this data is new, I wanted to share it with you and congratulate you on a job well done by your boards, teams, and local partners who all work hard every day to make this happen. Also, speaking for myself, I rarely see indicators this clear even in control group studies done over years at great cost. In my opinion, you are achieving great results in all your programs. In EcSA in particular, you appear to be achieving significant increases in equity, poverty reduction, and living wage careers that many communities would hesitate to even attempt. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Probst", is written over a light blue horizontal line.

Tim Probst
Grants Director
Washington State Employment Security Department

Greg Soma

RECOGNIZING SUCCESS



tc FUTURE S

Greg Soma enrolled in the TC Futures in need of his GED and employment opportunities. Before coming to TC Futures, Greg had minimal work experience earning experience minimum wage and needed his GED to open doors to a more sustainable future. Greg had trouble finding the support to start his GED and a place that was conducive to his learning. He put a lot of pressure on himself to achieve his GED, which created a motivational barrier. Greg needed one on one assistance in navigating all the services available to him, as well as someone to hold him accountable, motivate him and celebrate his progress. While enrolled in the OSY program, Greg was provided Labor Market Information Services, Financial Literacy, Support Services, GED support, funding for Drivers Ed, and assistance connecting to post-secondary education. These services helped Greg overcome his current barriers, as well as address new ones. Greg became at risk of becoming homeless after his roommates let him know that they were moving away. Greg met with the TC Futures Housing Specialist, who was able to give Greg a realistic look at how much it would cost to live on his own, and the currently available housing and helped him troubleshoot different solutions. This information allowed Greg to make some informed decisions and arrange to stay with his family while he is in college.

Greg did great right from the start, passing his first two GED tests shortly after enrolling, and then became disengaged. After having a conversation about what was going on, Greg was given some pathways and encouragement to find mental health assistance. With the support of his Case Manager and other community resources, Greg worked to overcome this barrier which empowered him to obtain his GED and enroll in Columbia Basin College, where he will be pursuing a degree in Radiological Technology. Greg also landed a part-time job with Subway Sandwiches as a Crew Member earning \$15.74/hour while he is attending college.

The biggest takeaway from Greg's story is his determination to achieve his goals and overcome his barriers. TC Futures provides inclusive access to equitable and holistic services in a supportive environment which empowered Greg to achieve his goals. The environment and staff at TC Futures met him where he was at, listened and advised, and allowed him to see that he was worth achieving his goals. Greg transformed from being a person who was unsure about his abilities and his future into a confident person with a plan and who owned the facts that he is a highly intelligent, strong-willed, and motivated person who can and will achieve his dreams if he puts the work in.

Benton-Franklin Workforce Development Council (BFWDC) Highlights

- The BFWDC released a Request for Proposal (RFP) for our WIOA Title IB Youth, Adult, and Dislocated Worker Contracts on January 19th, 2023. We received two proposals; however, one was past the deadline and was not accepted. The RFP Committee met on March 14th, 2023, to discuss the proposal. They recommended the Youth and Adult and Employer Linkage Committees to recommend Career Path Services as the service provider for PY23. The Executive Committee approved this motion on March 21st, 2023.
- Business Engagement Manager Carya Bair joined the BFWDC Team. This position was added as part of the QUEST grant. Carya has ten years of experience in the Benton – Franklin workforce system, including CPS, the Employment Security Department, and WorkSource Columbia Basin.
- BFWDC staff planned and presented at a Board Retreat event for all BFWDC Board Members. The BFWDC Staff shared their roles and responsibilities, played a fun game of Jeopardy, and were able to engage in strategic planning for the coming program year.
- The Youth and Executive Committee members approved the motion to award subrecipient CPS an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15, 2023.
- Board Member, Dennis Williamson, submitted his resignation as the BFWDC Board Member. Dennis has been a compassionate leader and supporter of youth during his tenure on the board. His background in labor, common sense approach to business, and willingness to help BFWDC staff, our Workforce System, and our community are some reasons why he will be missed.
- Through a partnership with Deb Bowen (STEM Foundation), the BFWDC has been allocated \$5,000 from the Washington State Student Achievement Council to pilot a project in Benton City. They are in the planning phases of an April retreat where they will scope out the project to increase student enrollment from the K-12 system into post-secondary. This allows the BFWDC to participate and strategize in creating a model that can be replicated throughout the state.
- BFWDC staff started the local annual programmatic monitoring review of the Youth Program in preparation for the State Monitoring Visit (week of May 22). The BFWDC staff will share the final monitoring results with board members in the PY22 BFWDC Subrecipient/State Annual Monitoring Summary Report.

TC Futures Highlights

- A TC Futures customer was nominated by staff to receive their Live Your Dreams Scholarship, a \$2500.00 cash award given to a young woman who is head of household and seeking post-secondary education or training. Olga Preciado, a TC Futures customer, was awarded the 2022 Live Your Dream Scholarship, announced in January. Olga recently completed her Dental Assistant Training, and SR3 selected Olga as their 2022 recipient.
- CPS has brought “Dignified Work” to TC Futures. This innovative technique empowers individuals who have lived through challenges to highlight their skills and prepare for success in the workplace.
- In an effort to increase unrestricted dollars, TC Futures Leadership submitted a Letter of Interest to the 2023 Numerica Charitable Fund to support vulnerable youth and families in Tri-Cities.

PY22 3rd QUARTER OSY PROGRAM PARTICIPANT CUMULATIVE SUMMARY

	<u>Actual</u>	<u>Goal</u>
Youth Served	188	170
Total Employed Exits	69	78
Total Post-Secondary Exits	6	3
Individual Training Accounts (ITA)	23	15
On-the-Job Training (OJT)	2	3
Work Experience (WEX)	19	26
Pre-Apprenticeships	0	N/A
Credentials Earned	10	N/A
General Equivalency Diploma	18	18
Median Wage	\$15.88	\$16.00

TC Futures Celebration

TC Futures staff hosted the Winter GED Celebration Ceremony in March at a new venue near TC Futures to accommodate the growing number of attendees. TC Futures had a total of 25 GED graduates from October- February. Eight GED graduates attended the celebration with their friends and family. Staff will continue hosting GED celebrations, strategically placed for Spring, Fall, and Winter GED graduates.



Benton-Franklin Workforce Development Council (BFWDC) Highlights

- The BFWDC and several board members participated in one day retreat on February 23rd, 2023, at the Richland Public Library. Some of us met for the first time in person and appreciated the ability to do so. The BFWDC Staff shared their roles and responsibilities; we played a fun game of Jeopardy and were able to engage in strategic planning. Thank you to all who attended; it was a productive and fun day.
- The BFWDC released a Request for Proposal (RFP) for our WIOA Title IB Youth, Adult, and Dislocated Worker Contracts on January 19th, 2023, with a deadline of February 27th, 2023, at 4:00 p.m. We did receive two proposals; however, one was past the deadline and was not accepted. The RFP Committee met on March 14th, 2023, to discuss the proposal. They recommended the AEL and Youth Committees to recommend Career Path Services as the service provider for PY23 and the Executive Committee approved this motion on March 21st, 2023.
- BFWDC staff started our local annual programmatic monitoring review of the Adult and Dislocated Worker programs. Once the BFWDC PY22 Annual Monitoring Report and the State Monitoring Visit (week of May 22nd) are complete, BFWDC staff will share the final monitoring results with board members in the PY22 BFWDC Subrecipient/State Annual Monitoring Summary Report.
- The BFWDC hired Carya Bair as our Business Engagement Manager, and she started on February 1st. She hit the ground running and has made many business connections. She also submitted her QUEST Business Engagement Plan to the state on February 28th, 2023. We are excited to have Carya serving in this role.
- The AEL had guest speaker Sarah Goedhart, the head Winemaker at Hedges winery come and speak about her company and all the positions they hire for. We learned what a quality employer they are, they offer vacation, sick pay, and a 401K option to their vineyard workers, which is very rare in that industry. She made connections with board members as she needs interns and workers.
- The BFWDC purchased a new Community Resource Manager (CRM) - ‘HubSpot’ to track business engagement. Data is collected when a business expresses a need or program interest.
- Implemented first ever staff-led tours of the WorkSource and Tri Cities (TC) Futures facilities for businesses and community leaders. The BFWDC and WorkSource staff conducted three tours in March for the Hispanic Chamber of Commerce, City of Richland Economic staff and WSU Tri Cities.

WIOA Program Participant Success Story

Lucas, 29, was employed full-time at Americold, but as the sole provider in his household, he was not earning enough to support his family of four. He was co-enrolled in Adult and State EcSA in October 2022 to earn his CDL License and HAZMAT endorsement. Lucas completed his training on 11/17/2022 and obtained his CDL License on 11/22/2022. Furthermore, he earned his Hazmat endorsement on 12/9/2022. Staff then referred him to several employment opportunities within his occupational goal. Lucas had initially started working at TWT Refrigerated Service but mentioned safety concerns that could lead to losing his newly obtained license. Lucas and his case manager discussed how to navigate this situation and what the best route for him would be to obtain experience. Lucas was encouraged by his case manager to speak out on these concerns with his employer and was also provided additional support through employment referrals. Lucas decided that TWT was not a good fit as he did not want to risk his license. Through a referral from staff, Lucas obtained employment with YRC Freight on 1/11/2023, working full-time at a wage of \$34.80 with benefits.

PY22 3rd QUARTER PROGRAM PARTICIPANT CUMULATIVE SUMMARY

	Adult		Dislocated Worker		QUEST NDWG	
	Actual	Goal	Actual	Goal	Actual	Goal
Total Served	215	136	134	143	10	5
Employed Exits	65	60	47	85	0	0
Work Experience (WEX)	0	0				
On-the-Job Training (OJT)	0	0	0	2		
Individual Training Accounts (ITA)	31	28	22	29	1	0
Career Services					10	5

Benton-Franklin Workforce Development Council (BFWDC) Highlights

- BFWDC program staff worked to finalize grant activity programming for our OHDC grant to ensure funds are fully expended. Contracts were executed with CPS & ESD.
- Staff worked closely with Sonor Insights to complete the final stages of the OHDC research component and worked with Sonor Insights on the final report. Additionally, staff has been working to develop varied one-page information sheets on the results.
- BFWDC program worked to complete annual monitoring for both the State and Federal EcSA programs, respectively, to ensure subrecipient compliance with program regulations.

Economic Security for All (EcSA)

- Due to excellent performance, our state EcSA program was awarded an additional \$25,000 of reallocated funds.
- Success Story: Staff first met Rosa (49) in January 2023. At that time, Rosa was underemployed at her job at Senske and receiving SNAP benefits. She no longer enjoyed her job and wanted to find a career where she'd work directly with the public and earn a self-sufficient wage. When speaking to Rosa, she revealed that she previously worked at WorkSource through Career Path Services for many years and highly enjoyed her job as a Guest Resource Specialist. Once enrolled in the State EcSA program, Rosa's Case Manager heard about an opportunity funded through a new partnership with the BFWDC through the Outreach to Historically Disadvantaged Communities grant from the Department of Commerce. The position was for a Guest Resource Specialist that will end in June 2023. Rosa was eager to apply for the chance to work at WorkSource again. Staff assisted her with the process as needed, and Rosa was offered the job in March 2023. She is earning \$21.79 an hour and will be receiving benefits. She has achieved her personal and career goals through the assistance of the program and staff.

Community Development Block Grant (CDBG)

- Based on performance and community need, the CDBG-HR contract with Commerce was reduced by \$92,887 leaving \$417,113 in total. Ultimately, our contract with CPS was reduced by \$84,887 leaving \$363,831.
- During March 2023, CPS placed 2 more clients at the Pasco Community Services Office. One replaces a client that left in March, and the second is a new placement.

Outreach to Historically Disadvantaged Communities (OHDC)

- Supported outreach efforts for L&I and OIC resulted in community engagement events such as Health fairs, visiting work sights, career fairs, resource fairs, and other events that helped connect individuals to resources and programs offered by our partners.
- OHDC Supported a radio campaign that started on January 12th and will run until April 5th to provide information for individuals to connect and learn more about the vocational rehabilitation program that DSB offers locally. OHDC supported digital advertisements for SNAP through People for People has begun. Television and Radio is planned for April. Commercials for Television and radio contracts were implemented and began for OIC of Washington to increase enrollments for the NFJP and SSVF.
- Sonar Insights has provided the final report on their research to identify the best communication strategies to our 5 targeted populations. Information is being compiled to share from the communication guide.

PY 21 3rd QUARTER PROGRAM CUMULATIVE SUMMARY

	<u>ECSA Program**</u>						<u>CDBG Program</u>		
	<u>Actual</u>			<u>Goal</u>			<u>Actual</u>	<u>Goal</u>	
	<u>Federal</u>	<u>State</u>	<u>Total</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>			
Total Enrollments	159	65	197*	140	43	183	Total Placements	8	11
Placed in Training	59	29	88	38	20	58	Low-Moderate Income Served	85,553	40,000
Employed Exits	49	27	64*	75	27	102	<u>OHDC Program</u>		
							<u>Actual</u>	<u>Goal</u>	
							Persons Reached	5,837	N/A
							Referrals	804	750

*Does not include those co-enrolled

**Includes PY 20 & PY 21 funds

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

March 2022 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: 1203 (+485)
Total Staff Assisted Services to Job Seekers: 2651 (+811)
Unique Number of Businesses Served: 89 (-9)
Staff Provided Business Services: 156 (-8)

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: 533 (+62)
TC Futures Total Youth Enrolled (YTD): 407 (+85)
Out-of-School Youth (OSY) Program (YTD): 197 (+18)
Open Doors Program: 283 (+72)
Co-enrolled in Both Programs: 73 (+5)
Total Youth attained GED: 39 (+4)
Total OSY Employed and/or Post-Secondary Exits: 75 (+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 * Disaster Recovery * Employment Recovery*

Total Participants Served (YTD): 584

Monthly-to-Date Target: 601 (97%)

Total Employed Exits (YTD): 226

Monthly-to-Date Target: 288 (78%)

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 87

Total Employed Exits: 12

Monthly-to-Date Target: 138

Monthly-to-Date Target: 95

Community Development Block Grant (CDBG)

Site Placements: 6

Monthly-to-Date-Target: 3

Program Target: 12

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 (February)

Employment Security Department Labor Market Information

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

Benton County Unemployment: 5.8%

Franklin County Unemployment: 7.8%

Tri-Cities Employment (February 2022)	Jobs	MoM	YoY(21)	Jobs Lost (April 2020)	Jobs Gained (February 2022)	Recovery
Total Nonfarm	119100	2,400	7,400	11,200	12,200	109%
Total Private	100200	2,200	6,100	10,100	11,700	116%
Goods Producing	18600	500	1,000	1,500	1,300	87%
Mining, Logging, and Construction	10300	400	100	1,100	800	73%
Manufacturing	8300	100	900	400	500	125%
Service Providing	100500	1,900	6,400	9,700	10,900	112%
Private Service Providing	81600	1,700	5,100	8,600	10,400	121%
Trade, Transportation, Warehousing and Utilities	20500	300	700	1,500	2,700	180%
Retail Trade	14000	300	600	1,600	2,500	156%
Financial Activities	4300	100	500	300	300	100%
Professional and Business Services	22000	600	1,300	600	1,300	217%
Administrative and Support Services	11900	500	900	300	1,100	367%
Educational and Health Services	18700	300	300	1,100	1,500	136%
Leisure and Hospitality	11800	300	2,300	4,300	4,200	98%
Food Services	9600	100	1,900	2,700	3,200	119%
Government	18900	200	1,300	1,100	500	45%
Federal Government	1100	(100)	(100)	-	(100)	100%
Total State Government	2900	-	500	200	(100)	-50%
Total Local Government	14900	300	900	900	700	78%

Other News

LinkedIn Learning	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
8/9/21 – 4/4/22	159	100	557	128	3,153	2,665

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

Grow with Google (March 2022)	Project Management	UX Design	IT Support	Data Analytics
Customer Enrollments	7	2	8	2

- Business Services is collaborating with Simplot to provide the space and technology needed to support onboarding of monolingual Spanish speaking employees. In-person onboarding will begin in April 2022 at WorkSource Columbia Basin.
- We have seen a steady increase in customer traffic at WorkSource Columbia Basin, which we are able to track using our new scheduler, QTRAC. Here is a snapshot of customers served by the Front-End Services Team this quarter:

Month of	1:1 Appointments	Walk-Ins	Total
January 2022	230	510	740
February 2022	264	454	718
March 2022	320	689	1009

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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Vision

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Mission

Promoting a prosperous community by providing a progressive workforce system

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March 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: 863 (-56)
Total Staff Assisted Services to Job Seekers: 1984 (+41)
Unique Number of Businesses Served: 66 (-5)
Staff Provided Business Services: 151 (+8)

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): 544 (+36)
Out-of-School Youth (OSY) Program (YTD): 188 (+8)
Co-enrolled in Both Programs: 49 (+2)
Total Youth attained GED: 48 (+4)
Total OSY Employed and/or Post-Secondary Exits: 75 (+14)

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): 537
Monthly-to-Date Target: 449 (120%)

Total Employed Exits (YTD): 181
Monthly-to-Date Target: 223 (81%)

Additional BFWDC Programs

Economic Security for All (FEDERAL EcSA)

Participants Served (YTD): 159 Monthly-to-Date Target: 140
Total Employed Exits: 49 Monthly-to-Date Target: 75

Economic Security for All (STATE EcSA)

Participants Served (YTD): 65 Monthly-to-Date Target: 43
Total Employed Exits: 27 Monthly-to-Date Target: 27

Community Development Block Grant (CDBG)

Site Placements: 8 Program Target: 12
Low/Middle Income Served: 85,553 Program Target: 40,000

Outreach to Historically Disadvantaged Communities

Referrals Made: 804 Monthly-to-Date Target: 300
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.

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Benton-Franklin Workforce Development Council (BFWDC)

Benton and Franklin County Business Demands (February)

Employment Security Department Labor Market Information

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

Benton County Unemployment: 6.9%

Franklin County Unemployment: 9.1%

Tri-Cities Employment (February 2023)	Jobs	MoM	% Change	YoY(21)	% Change	COVID Recovery
Total Nonfarm	124700	1,000	0.8%	4,900	4.1%	159%
Total Private	105000	700	0.7%	4,100	4.1%	163%
Goods Producing	19700	100	0.5%	1,200	6.5%	160%
Mining, Logging, and Construction	10300	-	0.0%	(100)	-1.0%	73%
Manufacturing	9400	100	1.1%	1,300	16.0%	400%
Service Providing	105000	900	0.9%	3,700	3.7%	159%
Private Service Providing	85300	600	0.7%	2,900	3.5%	164%
Trade, Transportation, Warehousing and Utilities	21400	-	0.0%	200	0.9%	240%
Retail Trade	14100	100	0.7%	(100)	-0.7%	163%
Financial Activities	4300	-	0.0%	-	0.0%	100%
Professional and Business Services	22600	200	0.9%	1,100	5.1%	317%
Administrative and Support Services	12300	100	0.8%	500	4.2%	500%
Educational and Health Services	20100	300	1.5%	900	4.7%	264%
Leisure and Hospitality	12600	100	0.8%	600	5.0%	116%
Food Services	9800	100	1.0%	200	2.1%	126%
Government	19700	300	1.5%	800	4.2%	118%
Federal Government	1200	100	9.1%	-	0.0%	100%
Total State Government	2900	-	0.0%	-	0.0%	-50%
Total Local Government	15600	200	1.3%	800	5.4%	156%

Other News

- WSCB received final results from the PY21 Wagner-Peyser Self-Appraisal. All elements were met and a coaching/training plan is not needed. Best practices noted by the monitoring team include:
 - WSCB is linked to a large network of partners beyond the site to provide wrap around services to our customers in alignment with community and regional strategies.
 - Actively seek input via customer surveying and post interaction staff follow ups.
 - We have a philosophy of “meeting the customer where they are at.”
- WSCB Equal Opportunity Monitoring results from February were received and there were not any findings.
- Sonar Insights has delivered the final report of the OHDC Communication Research Project, which investigated optimal methods of outreach targeting BIPOC, Monolingual Spanish Speakers, Persons with Disabilities, Single Parents, and LGBTQIA+ Communities, to the BFWDC. We plan to use the results to coordinate amongst our system on messaging to ensure we are reaching all populations and demographics.

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

March 2023

Monthly Data-March 2023

Total program (OSY/Open Door) enrollments: (OD+OSY)-Co-enrolled=544 (including carry-ins)
GED month-to-date: 4
GED YTD: 48
Co-enrollment month-to-day: 2
Co-enrollment YTD (Includes carry over): 49

Summary

Enrollment continues to increase. OSY enrolled 24 new customers in March. Open Doors enrolled 45. Spring graduation was held on March 16th at a new venue to accommodate the growing number of attendees. The graduates wore caps and gowns, crossed the stage, and were handed their certificate to “Pomp and Circumstance”. We received great feedback from the attendees about the venue and the new format. The team did a great job creating this special event.

Work continues with planning for the “Future Fest” event that will be held in May. We have had many business and training providers already RSVP to attend.

Student Learning

Both programs continue to outperform previous months in the number of enrollments. Workshop attendance is steady. We proctored 71 GED tests with a pass rate of 79%!

Continuous Improvement

Both programs are working on new ventures to grow TC Futures. Open Doors has grown to include Finley and is working to increase the award of credit for enrollees who complete their GED preparation work and testing.

Qualified Case Management and Instruction

Career Path Services secured OHDC funding to provide additional resources for customers at TC Futures. Open Doors has budgeted for a new case manager in the coming school year and hopes to hire for this position before summer to allow for training.

Moving Forward

Work continues for the WSAC Challenge Grant. The partnership is working together on responding to Round 11 of the Program Builder, Career Connected Learning Grant opportunity.

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



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WorkSource Operator Report
 Benton Franklin Workforce Consortium
 February 2023

February Highlights:

- Local EO Monitoring was conducted during the month of February. This includes interviews with customers and staff, in addition to a facility walk through. Results will be available in March.
- In preparation for a new phone system and to ensure ongoing CQI, a new group was stood up in December. The committee provides an opportunity to discuss what is working, what is not, and to coordinate planning for the transition to Jabber. A schedule has not been shared, however, as phones are a primary line of business for WSCB, transition planning and facilitated training are top of mind.

WorkSource Site Operations:

Customer Counts 2/1-2/28/23		
Total Staff Assisted Seekers	919	
Total Staff Assisted Services	1943	
<i>Basic Career Services</i>	1649	
<i>Individualized, Training, and Support Services</i>	165	
Unique Number of Businesses Served	71	
Staff Provided Business Services	143	
	Services Provided	Businesses Served
<i>Business Assistance</i> WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	15	14
<i>Employee Training</i> Assessment, referral, enrollment, etc.	8	5
<i>Other</i> Employer outreach visit, marketing business services, etc.	59	34
<i>Recruitment</i> Hiring events, referrals, etc.	60	43
<i>Wage & Occupation Information</i> Labor Market Info, etc.	1	1

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED; & Business Services: ETO Staff Provided Business Services (3/10/23).



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February 2022 Customer Feedback:

- 16 survey responses were received via Jotform:
 - Of the customers who responded, 100% will refer family and friends.
 - Top 3 services reviewed: job search, unemployment assistance, and one-on-one career guidance.
- WSCB Team members engaged customers to ensure their needs were met and to identify actionable feedback. A total of 26 comments were collected to include areas we exceeded expectations and suggested improvements.
- The team also received a 5-star review on Google Business with the following comment: “Excellent service and help.”
- Customer Feedback – *What we did well:*
 - “You gave me hope.”
 - “The WorkFirst team is awesome, quick to return a phone call. Rapid response time.”
 - “(Ruby) exceeded expectations with a H2A referral. Migrant Seasonal Farm Worker (MSFW) customer was very thankful we were able to support with Reemployment Services & Eligibility Assessment (RESEA), Unemployment Insurance (UI), and H2A referral to get her back to work!”
 - “I was able to start my CNA program quickly with the help of Chante. She provided me with a laptop and scrubs to be able to start my online program!”
 - “Ric Valdez was really amazing! He listens and provides you the information needed so you understand. His patience and kindness is golden.”
- Customer Feedback – *What we can do better:*
 - We received the following actionable, specific feedback in February to be addressed in March:
 - “More help with the computers.”
 - “Transitioning process from one case manager to another but I understand this has expected challenging moments.”
- Note: After several years of using Survey Monkey as our primary customer satisfaction surveying tool we have transitioned to JotForm due to budgetary constraints.

Service Delivery

Career Services:

- One on one services highest in demand include deskside job seeker assistance, Reemployment Services & Eligibility Assessment (RESEA) Initial – Follow Up Scheduled, and Reemployment Services & Eligibility Assessment (RESEA) Follow Up. Translation/interpretation services were provided 183 times in February, or 9% of services offered. During February WSCB provided 36 group services to 36 individuals through our locally offered workshops and group sessions, including WorkFirst Orientation, LinkedIn, and Navigating Career Pathways (Career Assessments).



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- 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 – 3/10/23	221*	138	605	179	4398	3875

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

Business Services:

- The team is working with employers across the state to support recruitment needs. As a result, the team is assisting to promote positions and events, as well as to host space within WSCB for employers to provide job seekers help with their resume, recommend specific job openings based upon experience, and to ensure applications are complete.
- Upcoming Events –
 - Meet the Employers: Resume review for Veterans & Military Spouses – 4/11 from 2-4pm
 - Meet the Employer: Boeing – 4/12 from 10am-2pm
 - 2023 Spring Career & Internship Fair 4/25 from 10am-2pm

Community Connections:

- 2/7: Introductory meeting with Dave Nordman, Regional Director with SDI, a provider of Lifeline Phone Services. They recently acquired Assurance wireless contracts and will be providing Federal free phone resources at WSCB starting in March.
- 2/8: Our BST members attended the monthly Business Builder meeting which is hosted by the Tri-City Regional Chamber. The meeting focus was small business lending and a presentation by Port of Kennewick regarding their real estate development activities.
- 2/9: Connected with Sonee Kulaga, Mission Services Manager, with Goodwill to discuss temporary closure of the Pasco and Walla Walla ECs and how WSCB can support. We also talked about service delivery methodology based upon trending customer needs. This information was brought back to the team in consideration of our service offerings.
- 2/9: WSCB hosted the ACCESS Tri-Cities board meeting onsite. The mission of the ACCESS team is to create access to employment by building bridges between businesses and applicants with disabilities through education, recognition of best practices, and connection to disability and inclusion resources.
- 2/22: Spoke with Dave Nordman of SDI to make arrangements for a 3/7 service delivery start date at WSCB.
- 2/27: Met with Efrain Flores, Senior Account Representative with Telemundo/Fox to discuss an opportunity to promote WorkSource services via no-cost ad spots in March and April. This



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information was shared with the Outreach Committee for production planning to occur in March.

- WSCB is extending our front doors to provide services to customers within the community. We are currently doing so in partnership with the Pasco Library and the DSHS CSO. Staff are scheduled at each location part day each week.

Staff Training & Development:

Training/Development Attended:

- 2/1: Safety Training – Blue Lights, December Customer Feedback Improvements, WSCB Business Updates
- 2/8: Cross Training – CBC Workforce Education Center (WEC) Team
- 2/15: February Customer Kudos, Cross Training – Self Employment Resources (SEAP, small business loans, etc), February Data Review, WSCB Business
- 2/22: Cross Training – CBC Educational Programs & Updates

Upcoming Training/All Staff Meetings:

- 3/1: Cross Training: Veterans Services, January Customer Feedback Improvements, Safety Training – Ladders, WSCB Business Updates
- 3/8: Policy Training – Concern & Complaint Process
- 3/15: Customer Kudos, Cross Training – Rapid Response,

Facilities:

- 2/1: Unifirst installed new paper towel, soap, and sanitizer dispensers throughout the facility. Supply order and refresh has been added to our contract.
- 2/2: Brashear Electric repaired power receptacles within staff cubes that were no longer functioning due to normal wear and tear.
- 2/9: Yearly water tank inspection was completed by Traveler's as a part of property insurance protocols.
- 2/21: Site evacuation maps were updated to reflect new First Aid kit locations.

Respectfully submitted by C. Bright on 3/10/23

[Note: Job seeker services data is currently being researched with the WIT team as some discrepancies have been noted between reports. Future correction may be needed.]



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WorkSource Operator Report

Benton Franklin Workforce Consortium

March 2023

March Highlights:

- We received final results from the PY21 Wagner Peyser Self Appraisal. All elements were met and a coaching/training plan is not needed. Best practices noted by the monitoring team include:
 - WSCB is linked to a large network of partners beyond the site to provide wrap around services to our customers in alignment with community and regional strategies.
 - Actively seek input via customer surveying and post interaction staff follow ups.
 - We have a philosophy of “meeting the customer where they are at.”
- Local EO Monitoring results were received. There were not any findings.

WorkSource Site Operations:

Customer Counts 3/1-3/31/23		
Total Staff Assisted Seekers	863	
Total Staff Assisted Services	1984	
<i>Basic Career Services</i>	1745	
<i>Individualized, Training, and Support Services</i>	236	
Unique Number of Businesses Served	66	
Staff Provided Business Services	151	
	Services Provided	Businesses Served
<i>Business Assistance</i> WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	6	6
<i>Employee Training</i> Assessment, referral, enrollment, etc.	5	3
<i>Other</i> Employer outreach visit, marketing business services, etc.	91	38
<i>Recruitment</i> Hiring events, referrals, etc.	49	32
<i>Wage & Occupation Information</i> Labor Market Info, etc.	0	0

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office, ETO Local Reporter Services Report OPTIMIZED; & Business Services: ETO Staff Provided Business Services (4/10/23).



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March 2022 Customer Feedback:

- 43 survey responses were received via Jotform:
 - Of the customers who responded, 77% will refer family and friends. (It should be noted that all but one of ten individuals that stated that they will not refer others reported a positive experience and had no suggestions for improvement.)
- WSCB Team members engaged customers to ensure their needs were met and to identify actionable feedback. A total of 24 comments were collected to include areas we exceeded expectations and suggested improvements.
- We also received a 5-star review on Google Business thanking Lisandra Valencia for helping (them) make their dream of being a professional truck driver come true and providing “phenomenal” experience.
- Customer Feedback – *What we did well:*
 - “One person stands out, Ric Valdez as extraordinary...(He) went above and beyond to help me.”
 - “Chante has been extraordinarily helpful and encouraging. She has regularly checked in with me and continues to seek opportunities for me to look into or consider.”
 - “Everyone is helpful here. As my career coach- you (Elina) are very patient, and thorough person. Easy to communicate with.”
- Customer Feedback – *What we can do better:*
 - We received the following actionable, specific feedback in March to be addressed in April:
 - “Listening to my situation and needs first before jumping into what you think I might need.”
 - “Find ways to work with employers to consider taking on those with less experience than they are seeking, training up those who can usher in the next generation of the workforce...and bring back employer incentives for hiring those newly graduated.”

Service Delivery

Career Services:

- One on one services highest in demand include desktide job seeker assistance, provision of workforce information, and basic assessment. Translation/interpretation services were provided 151 times in March, or 8% of staff assisted services.
- 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	223*	138	660	184	4634	4035

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



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Business Services:

- In preparation for the Boeing hiring event on April 12th, the team hosted a tour for Leslie Paterson and have worked diligently to share the event with the community.
- We are seeing a ramp up in hiring for jobs in the agriculture sector, including H2A referrals and placements. Of high need are individuals for asparagus harvest.
- Our Local Veteran Employment Representative (LVER) continues to work closely with businesses and our Disabled Veteran Outreach Program Specialist (DVOP) to ensure placement of qualified veteran customers. In response to business and job seeker need, we will host a meet the employer event in April rather than the traditional resume workshop in partnership with local employers. Businesses will share what their company is looking for in a resume, how to translate past military skillset and past employment skillset into a new career field.
- Upcoming Events –
 - Meet the Employers for Veterans & Military Spouses: 4/11 from 2-4pm with Mock Interviews by appointment from 4-5pm
 - Boeing Hiring Event: 4/12 from 10am-2pm
 - 2023 Spring Career & Internship Fair: 4/25 from 10am-2pm

Community Connections:

- 3/2: Co-hosted an informational tour of WSCB in partnership with the BFWDC Business Engagement Manager (BEM) for Lynne Follett, Economic Development Specialist with the City of Richland.
- 3/7: Executed our first non-IFA Partner MOU with SDI (account holder for Assurance Wireless, contractor for Federal Free Phone Program), who is now providing free phone services onsite Tuesday, Wednesday, and Thursday from 10am-2pm.
- 3/9: Met with Sonee Kulaga Wilson, Mission Services Manager, & Heather Peterson, Director of Mission Services, to iron out details of an MOU which will allow Goodwill to provide digital literacy workshops onsite at WSCB and WSCB team members to serve our mutual customers at the Pasco Employment Connection Center.
- 3/20: Met with Carolyn Busch from Department of Commerce to host a tour and discussion around WSCB business and job seeker customer needs, how we are working with our college partners to provide education and training opportunities, and ways state partners can support through policy and funding.
- 3/22: Co-hosted an informational tour of WSCB with the BFWDC BEM, for Joan Giese, Associate Professor of Career Track with the WSU Marketing Department.
- 3/24: Visited the Sunnyside WorkSource for a tour and introduction with Ricardo Arce, ESD Supervisor. Shared outreach resources and discussed resources for common painpoints/successes.
- 3/29: Attended the quarterly Program Coordinating Committee (PCC) meeting hosted by the Pasco Housing Authority to present on WorkSource Services. The focus of the meeting was job search and training. This was also an opportunity to hear from a participant of the Family Self Sufficiency program, which supports individuals in saving for home ownership.



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- 3/30: Co-hosted an informational tour of WSCB with the BFWDC BEM for Maria Pena, Certified Business Advisor with the Small Business Development Center, and Raul Contreras, Assistant Director of the Tri-Cities Hispanic Chamber of Commerce.
- Planning for HS+/GED & English Learning Acquisition (ELA) classes onsite at WSCB and in the community in partnership with CBC continue. We are in the process of promoting recruitment of adjunct professors to move this work forward. Our planned start date is Summer 2023.

Staff Training & Development:

Training/Development Attended:

- 3/1: Cross Training – Veterans Services, January Customer Feedback Improvements, Safety Training – Ladders, WSCB Business Updates
- 3/8: Policy Training – Concern & Complaint Process
- 3/15: Customer Kudos, Cross Training – Rapid Response, February Data Review, WSCB Business Updates
- 3/29: New Team Member Meet & Greet, Monitoring Kudos, Roundtable (in person)

Upcoming Training/All Staff Meetings:

- 4/5: New Team Member Meet & Greet, Monitoring Kudos, Roundtable (virtual)
- 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; WSCB Business Updates

Facilities:

- 3/1 & 3/2: Unifirst completed repairs and reinstallation of hand sanitizer dispensers.
- 3/8: Introductions and tour with Derrick Stricker, Real Estate Agent, with intent to familiarize with operational needs for potential new WorkSource Columbia Basin lease site.
- 3/14: Perfection Glass completed initial assessment of door pressure to ensure alignment with ADA guidelines.
- 3/15: Introductions and tour with Derrick Stricker and architect partner in follow up to previous week's meeting.
- 3/16: Tour and review/troubleshooting of HVAC issues with Mary from Goodwill Facilities.
- 3/17: Service call from Cintas for AED battery replacement.
- 3/22: Unifirst completed repairs and reinstallation of hand sanitizer & soap dispensers.
- 3/23: Perfection Glass performed door pressure adjustment of 7 doors according to ADA guidance.
- 3/27: New Guest Wi-Fi password signage ordered in preparation for 4/1 password change.

Respectfully submitted by C. Bright on 4/10/23

[Note: Job seeker services data was researched with the WIT team as some discrepancies were noted between reports in January & February. Further research on data definitions is in progress and discrepancies are still not reconciled. March data is not include and both reports align.]

PY23 Board of Directors Calendar

2023 Program Year meetings will be offered in a Hybrid format:
in-person and via Zoom videoconferencing

July '23						
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30	31					

August '23						
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October '23						
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31						

January '24						
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February '24						
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March '24						
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31						

April '24						
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28	29	30				

May '24						
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June '24						
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23	24	25	26	27	28	29
30						

- Adult & Employer Linkage Committee Meeting: 3rd Thursday of each month (except December) at 4:00 p.m.

- Diversity, Equity & Inclusion Meeting: 1st Tuesday of September, December, March, and June at 3:00 p.m.

- Youth Committee Meeting: 3rd Wednesday of July, September, November, January, March, and May at 3:30 p.m.

- Executive Committee: Last Tuesday of each month (except December) at 4:00 p.m. *Executive Committee meets at 3:15 p.m. on Quarterly Board Meeting dates*

- Board of Directors Meeting: Last Tuesday of July, October, January, and April at 4:00 p.m.

- Holidays Observed and Office Closure
 - 07/04/23 Independence Day
 - 09/04/23 Labor Day
 - 11/10/23 Veterans Day
 - 11/23/23 Thanksgiving Day
 - 12/24/23 Christmas Eve
 - 12/25/23 Christmas Day
 - 01/01/24 New Year's Day
 - 01/15/24 Martin Luther King Jr. Day
 - 02/19/24 President's Day
 - 05/27/24 Memorial Day
 - 06/19/24 Juneteenth



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

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www.commerce.wa.gov

February 14, 2023

Tiffany Alviso, CEO
Benton-Franklin Workforce Development Council
815 N. Kellogg St. Ste. C
Kennewick, WA 99336

RE: Community Development Block Grant- Coronavirus (CDBG-CV) Hunger Relief Contract
20-6221C-131
(SENT VIA EMAIL)

Tiffany Alviso:

I have completed my monitoring of Benton-Franklin Workforce Development Council's CDBG-CV Hunger Relief Grant. The grant provides direct public services for low- and moderate-income persons in the Tri-Cities area with Career Path Services.

The intent of this letter is to summarize my monitoring results. During the course of my review, I communicated with and received information from Rebekah Tuno.
The CDBG-CV compliance areas reviewed were:

- Overall Management and Record Keeping
- National Objective, Eligible Activity, COVID Tieback, Duplication of Benefits
- Environmental Review
- Financial Management
- Procurement/Subcontractors & Subrecipients
- Civil Rights

I noted no areas of concern or issues during my monitoring. Benton-Franklin Workforce Development Council appears to have met compliance requirements of the CDBG-CV Hunger Relief Grant contract.

I appreciate the assistance I received from Rebekah throughout the project. If you have any questions, please contact me at (360) 485-2386 or e-mail at seamus.davis@commerce.wa.gov.

Sincerely,

Seamus Davis
Project Manager

cc via email: David Chavey-Reynaud & Rebekah Tuno

DIVERSITY, EQUITY, INCLUSION (DEI) COMMITTEE

JANUARY - MARCH 2023 HAPPENINGS

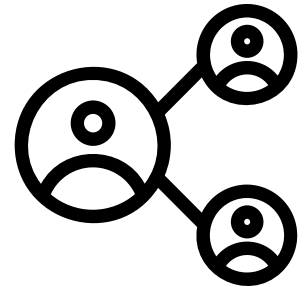
DEI Committee Charter Signed

- DEI Committee members discussed the idea of updating the name of the DEI Committee to DEIB Committee (Diversity, Equity, Inclusion, and Belonging). Members decided to keep the name as is.



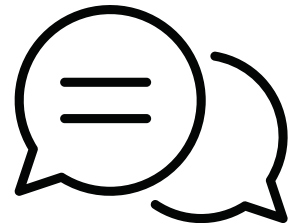
Shared Learning Tools/Resources

- DEI Committee updated a document with terms and definitions to use it as a learning tool as we expand our DEI efforts.
- Learned about Goodwill Connect Digital Navigations Services.



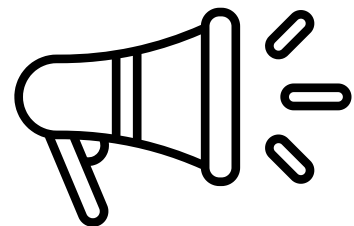
Topics of Discussion

- JOBS Act of 2023 (H.R. 793/S. 161)
- The Importance of Digital Equity
- Where are we on supporting customers who are blind and visually impaired?
- ChatGPT Discussion



Community Event Awareness

- Free Webinar from WorkforceGPS- DEIA - What's the Buzz and How Do We Start?
- Tri-Cities DEI Council Celebrated the legacy of Martin Luther King, Jr. Food and essential hygiene items were provided to approximately 2,000 families.



Looking Ahead during April-June 2023

- Review Workforce Development Area (WDA) 11 Regional and Local Workforce Plan through an Equity lens and make recommendations for continuous improvement to the BFWDC board of directors.
- Searching for DEI Training Provider to facilitate DEI training.
- Updating DEI Charter to reflect current members.

