



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

**Youth Committee Minutes**

February 15<sup>th</sup>, 2023, at 3:30 pm – Zoom.

**Board Present**

Alicia Perches  
Lynn Ramos Braswell  
Robert (Bob) Legard  
Leticia (Lety) Torres

**Excused Board**

Dennis Williamson

**Absent**

Paul Randall  
David Wheeler

**Ex-Officio Present**

Cynthia Alvarez

**Ex-Officio Excused**

Jamie Turner-Ohl

**BFWDC Staff Present**

Becky Tuno  
Cyndelle Howell  
Isaac Estrada  
Cynthia Garcia  
Jessie Cardwell  
Tiffany Alviso  
Carya Bair

**BFWDC Staff Excused**

David Chavey-Reynaud

**Guests**

Kayci Loftus  
Heather Woodruff  
Melanie Olson

**Call to Order**

Lynn Ramos-Braswell called the meeting to order at 3:32 pm.

Cyndelle welcomed meeting participants and provided a roll call of committee members and staff to the board; a Quorum was met.

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

**Motion to approve Youth Committee Minutes**

The Minutes from the November 16<sup>th</sup>, 2022, Youth Committee Meeting were provided for members to review.

*Bob Legard motioned to approve the November 16<sup>th</sup>, 2022, Youth Committee Minutes as presented, seconded by Alicia Perches; the motion carried unanimously to approval.*

**Introduce New BFWDC Team Member – Tiffany Alviso**

Tiffany introduced the Benton-Franklin Workforce Development Council’s Business Engagement Manager, Carya Bair. This position was added as part of the QUEST grant. Carya has ten years of experience in the Benton – Franklin workforce system, including Career Path Services, Employment Security Department, and WorkSource Columbia Basin.

**WIOA Youth Program Updates- Cynthia Garcia**

Cynthia provided a synopsis of the Out of School Youth program summary report provided with the meeting materials. She overviewed program expenditures, actual outcomes, and targets. Cynthia asked all to review the Program Performance Summary for more details and highlights.

**BFWDC E-Vote Follow-up – Cynthia Garcia**

Youth Programs Manager Cynthia Garcia provided that Washington State Employment Security Department State ESD is reallocating unspent PY21 (Program Year 2021) Youth program 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 entirely by June 30, 2023.

BFWDC staff recommended a motion 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, via eVote.

*Lynn Ramos-Braswell motioned to award their subrecipient Career Path Services an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in their community, effective February 15th, 2023, seven years followed with zero nays or abstentions; the motion carried unanimously to approval via eVote.*

**Together We Rise – Outreach to Historically Disadvantaged Communities (OHDC)– Isaac/Becky**

Isaac provided an overview of OHDC program activities. Isaac covered outreach, including resource fairs and campaigns to reach more individuals and increase enrollments. Isaac shared the progress of the research piece of the grant, together with the research goals and community survey. To support the findings from the focus groups, a community survey with questions regarding key findings was released in the week of January 16 to validate and form conclusions based on preliminary data from our focus groups—at least 150 qualified responses with a goal of 20% of responses from each identified target population. The survey is anticipated to end in the second week of February. It has been boosted through community groups and social media channels. The survey format is offered in both English and Spanish, and for accessibility, a QR code and link were also provided. Isaac will share the survey link for those interested.

**Washington Student Achievement Council (WSAC) Challenge Grant- Cynthia Garcia**

Cynthia communicated that through their relationship with Deb Bowen (STEM Foundation), the BFWDC had 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 with the goal of increasing 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.

**TC Future Updates/Participant Success Story – Melanie/Heather**

Heather shared TC Futures' participant success story and the positive work that their programs are doing locally. Heather shared that Olga Preciado came to TC Futures at 24 and is a single parent of a one-year-old daughter. They were able to provide wrap-around services with housing in partnership with ESD123. Olga wanted to pursue occupational training, and the staff was able to register and pay for dental assistant training. In working with Soroptimist, she was nominated for the Soroptimist Live Your Dreams scholarship and received a \$2,500 cash award. Olga could use that to support her expenses for childcare, housing, books, or furthering her education as she worked towards her dental assisting training. She finished dental assisting training and relocated to Othello, where she is from. She works with Columbia Basin Health Association and works full-time at \$23 an hour. Olga overcame her housing barriers and parenting challenges, and she received educational training in her desired career path, where she will be able to support herself and her daughter. Heather iterated that this reflects their community partnership with Soroptimist of 3 Rivers, ESD123 and the resources they put towards emergency housing for youth.

Melanie reported on TC Futures (OSY/Open Door) program enrollments and GED month-to-date and year-to-date completions. Melanie and Heather discussed co-enrollments, both month and year-to-date. Student learning, including financial literacy, offered by Hapo and Independent Living Skills workshops are offered twice weekly. Melanie shared that they have identified that several customers have been identified as needing only the math test to complete before obtaining their GED. A focus has been placed on engaging these students in group or individual tutoring. Work is beginning on the WSAC Challenge Grant. The TC Futures partnership is working on developing a

response to upcoming Career Connected Learning grant funds. ESD 123 is working out details to begin serving Finley School District through Open Doors.

**BFWDC Request for Proposal Updates – Cynthia**

Cynthia shared that the BFWDC is still requesting proposals for the WIOA Youth, Dislocated Worker, and Adult grants. For clarification, this RFP will include Adult, Youth, and Dislocated Worker as all part of the same contract with a business services section outlined within. The proposal deadline is Monday, February 27th, 2023, at 4:00 p.m. Cynthia informed Board Members of the need for a standing committee to review and score the proposals that have been submitted and asked for volunteers to please reach out to a BFWDC staff member. The review process will begin the week of March 6<sup>th</sup>. This is an excellent opportunity to be involved and play an active role in developing the future workforce system. The time dedication will determine how many proposals are received – historically, a one-day commitment.

For proposal information, including deadlines and full RFP details, visit [www.bentonfranklinwdc.com/rfp](http://www.bentonfranklinwdc.com/rfp).

**Agency Updates**

Heather Woodruff shared an update on the OHDC grant funds that were received. TC Futures has a staff person conducting outreach in the community to those identified targeted populations. They will be conducting outreach on behalf of TC Futures and WorkSource Columbia Basin and organizing events within the community. She shared details on the Dignified Work program and its services which will help people learn the soft skills associated with certain industry tracks and identify barriers.

Lynn Ramos-Braswell shared details of a couple of job fairs– Career Fair and Expo on March 1<sup>st</sup>, from 2-6 p.m. at the Red Lion; this career fair will focus on individuals with disabilities or a barrier to employment. On April 25<sup>th</sup>, CBC will host a Career Fair, Chiawana High School Career Day, and mock interviews on April 19<sup>th</sup>.

**Next Meetings**

- Board Retreat – Thursday, February 23rd, 2023, from 8:30 a.m. – 4:30 p.m. Richland Library
- Youth Committee Meeting- Wednesday, May 17, 2023, from 3:30 p.m.- 4:30 p.m. via Zoom
- Quarterly Board - Tuesday, April 25th, at 4:00 p.m. via Zoom

**Adjournment**

With no further business, the meeting of the Youth Committee adjourned at 4:10 pm.

Respectfully submitted:

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 7/27/2023  
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 Lynn Ramos Braswell, Board Member

DocuSigned by:  
 5/30/2023  
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 Cyndelle Howell, Administrative Assistant