



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

August 30th, 2022, 4:00 p.m.

Zoom

Local Elected Officials

Commissioner McKay

Executive Members

Todd Samuel

Absent

Commissioner Didier

Excused Absence

Adolfo de Leon

Amanda Jones

Jennie Weber

Leave of Absence

Dennis Williamson

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey

Cynthia Garcia

Cyndelle Wood

Jessie Cardwell

DeAnn Bock

Isaac Estrada

Becky Tuno

System Partners/Guests

Crystal Bright, WSCB

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:01 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Tiffany Alviso introduced the new BFWDC Community Program Manager, Becky Tuno.

Roll Call

Cyndelle Wood conducted a roll call of Board Members, reflecting leave of absence and excused absences and staff to the board. Cyndelle welcomed guests and system partners, asking that they communicate their name and organization using the Zoom chat feature.

Minutes

Due to a lack of quorum, July meeting minutes will not be motioned for approval. This action item will be carried forward to the September committee meeting.

PY22 Monitoring Schedule

Due to a lack of quorum, the PY22 monitoring schedule will not be motioned upon for approval. This action item will be carried forward to the September committee meeting.

Financial Reports June 2022

Jan Warren reviewed the BFWDC financial reports with members, which were included in the meeting packet. June 30th marks the end of the quarter and the program year.

Corporate: Jan highlighted the balance sheet for the corporate entity account as of 6/30/22 and the statement of revenues and expenditures from 7/1/21 through 6/30/22.

Main WDC: The balance sheet for the main WDC account as of 6/30/22 was overviewed, and the statement of revenues and expenditures from 7/1/21 through 6/30/22.

WSCB: Lastly, Jan discussed the WSCB Partnership account balance sheet as of 6/30/22 and the statement of revenues and expenditures from 7/1/21 through 6/30/22.

CEO Updates

a) eVote summary

1. Board re-appointments and the appointment of Lety Torres representing Business.
2. Occupations in Demand.

To be more intentional this year, we're utilizing our administrative assistant Cyndelle, who has a system for tracking votes so that we have an official record to accompany everyone's responses in more of a summary format. Tiffany discussed the eVote summaries included in the meeting packet that has been done to date this program year. Results of motions have been shared with the Board and saved as outlined in the Bylaws; results are to be disbursed at the quarterly Board meeting.

b) Diversification of Funding Plan

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

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

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

Tiffany summarized the two diversification opportunities (Quality Jobs, Equity, Strategy, and Training (QUEST), Disaster Recovery National Dislocated Worker Grant (DWG) & Workforce Impact Fund (WIF) included in the meeting packet.

c) PY21 WIOA Management Letter

At the last meeting, it was discussed that we had heard from ESD Workforce monitoring, and we were compliant with no findings, disallowed costs, or questioned costs. We have received the Management Letter to accompany that news. The Management report will hopefully be disseminated to our County Commissioners and Board Chair, Todd Samuel, at the beginning of November.

Liaison Report Presentation

David covered the Liaison report included in the meeting packet. He noted that we're at the beginning of a program year. WorkSource figures are month-to-month – On the TC Futures side, this is cumulative, the exception being TC Futures traffic. Moving forward, reporting will change as there is now Federal & State EcSA. Reporting on both programs will run congruently. David discussed the difference in fund sources and requirements therein. David discussed the EcSA program performance summary included within the meeting packet covering program highlights and total employed exits for July. David encouraged all the review the report if they didn't have the opportunity to before the meeting. David provided a summary of

the performance of the CDBG program for July, discussing outreach efforts and members impacted – included in the meeting packet. Community members affected are tracked quarterly and will be updated in September. We have implemented a no-cost extension for this contract. So rather than being cumulative from July 1, 2021, through January 31, 2023, extending this contract to June 30, 2023. We'll have an additional five months to reach our targets. Open Doors will be reporting in alignment with the OSY program. WorkSource Columbia Basin received the final Ag. monitoring reports. Best Practices included an all-hands-on-deck approach to customer service and shared responsibility across the Partnership for providing services to migrant seasonal farmworkers. OHDC is moving forward with its outreach and has advocated the request form developed for our partners.

Occupations in Demand (OID) Debrief

The Benton Franklin Workforce Development Council is charged with convening a committee of workforce partners, business leaders, and community leaders to go over occupations in demand, listing and submitting any recommended modifications or changes based on local knowledge. David Chavey-Reynaud shared that ESD has a very detailed process that they go through every year to determine whether an occupation is not in demand, balanced, or in demand. We have 26 recommended changes, including 22 changes to in demand and four to balanced. This list has been disbursed to the Board for a motion to approve the suggested changes as presented via eVote. That list was approved by the Board unanimously and has since been forwarded to ESD.

Round Table

No additional business was discussed.

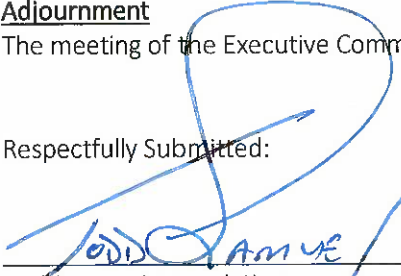
Next Meeting

Executive Committee Meeting – Tuesday, September 27, 2022, at 4:00 PM on ZOOM
Quarterly Board Meeting – Tuesday, October 25th, 2022, at 4:00 pm on ZOOM

Adjournment

The meeting of the Executive Committee adjourned at 4:55 p.m.

Respectfully Submitted:



Todd Samuel, Board Chair



Date



Cyndelle Wood, Administrative Assistant



Date