



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

March 21st, 2023, 4:00 p.m. Zoom

Local Elected Officials

Commissioner McKay

Excused

Commissioner Didier

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

Becky Tuno

Isaac Estrada

Carya Bair

BFWDC Staff Excused

Cyndelle Howell

Executive Members

Todd Samuel

Adolfo de Leon

Amanda Jones

Lynn Ramos – Braswell

Guests

Crystal Bright

Board Members

Jennie Weber

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:01 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Tiffany Alviso conducted a roll call of Board members and staff to the Board – a quorum was present.

Tiffany welcomed guests, presenters, and system partners, asking that they communicate their names and organization using the Zoom chat feature.

Minutes

February 28th, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Lynn Ramos-Braswell motioned to approve the February 28th Executive Committee meeting minutes, and Commissioner Will McKay seconded; the motion carried unanimously to approval.

Program Funding

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.

Adolfo de Leon motioned to approve 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, seconded by Commissioner McKay; the motion carried unanimously to approval.

Motion to award RFP #2023-01 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1, 2023, to June 30th, 2024.

Commissioner Will McKay motioned to approve the award of award RFP #2023-01 WIOA Title IB Dislocated Worker/Adult/Youth Services Contracts to Career Path Services, Effective July 1, 2023, to June 30th, 2024, seconded by Lynn Ramos-Braswell; the motion carried unanimously to approval.

Financial Reports January 2023 – Jan Warren, CFO

Jan Warren reviewed the BFWDC cumulative financial reports with members, which were included in the meeting materials.

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures ending 01/31/23 for the corporate entity account. Quarterly, they adjust the accrued vacation that is kept in reserves in the event they need to pay out that vacation to staff. Jan has updated that entry and iterated that the total adjustment was \$975, reflecting that change in the proper period (12/31/22).

Jan shared that the 12-month CD was automatically renewed before the notice was received from HAPO. Typically, notification will be made in advance for CD maturity and renewal – HAPO renewed automatically, offering the same terms. Jan noted that the interest rate is lower than online financial institutions, but HAPO is local to the BFWDC, and their market rate is in line with other local Banks.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 1/31/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account.

Jan commented that the AR OHDC line item reflects a negative number – this is atypical and explained that as this is a reimbursable grant, supplies were ordered, then processed with Commerce; the order was then canceled as items were back-ordered, and this reflects those transactions.

The BFWDC has received the 2022 operating expense reconciliation statement from Goodwill for suites C & D, which is received annually. This year it is considerably higher than in previous years (double), and we were made aware that there will be additional capital expenses this year (2023) to prepare for as well. Jan stated that they would ask clarifying questions to understand better and prepare for the next calendar year. She added that they would also look at their travel budget as the airfare has increased.

Jan reminded members of the impending budget revision that will be presented next month. Jan will take this opportunity to reclassify OHDC outreach expenses to avoid distorting the WDC supplies line item.

WSCB: Lastly, Jan discussed the WSCB Partnership and the statement of revenues and expenditures ending 1/31/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate from month to month. Jan shared that they are at 58% of their annual budget this program year and are on target.

BFWDC CEO Report – Tiffany Alviso, CEO

Tiffany shared that Executive Board Member, Dennis Williamson, has resigned, and the BFWDC is without a third check signer. Lynn Ramos – Braswell has volunteered in lieu of the Board Chair being unavailable to review transactions and sign checks. Tiffany Alviso, CEO, requested a motion to remove Dennis Williamson as a signature authority and approve Executive Board Member Lynn Ramos-Braswell as the BFWDC's third approval in lieu of the Board Chair's absence.

Todd Samuel motioned to approve the removal of Dennis Williamson as the authorized third party and add Executive Board Member Lynn Ramos-Braswell, seconded by Commissioner McKay; the motion carried unanimously to approval.

Tiffany shared that Carolyn Busch, from the Washington State Department of Commerce, visited the local area Monday (3/20/23). Carolyn is the Workforce Initiatives Director for Commerce and is visiting all 12 workforce development areas in Washington State – Benton-Franklin being her third stop. She was taken

on a tour of WorkSource, TC Futures, Tri-City Development Council (TRIDEC), and the Tri-Cities Regional Chamber.

Tiffany 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.

The National Association of Workforce Boards (NAWB) annual conference, “The Forum,” is being held March 25th – 28th in Washington, D.C. Tiffany, Jan, David, and Executive Board Member Lynn Ramos-Braswell will attend. They plan on attending the conference, supporting the Washington State delegation through a reception environment, and transitioning to a hill climb where they will meet with Congress, including Representative Newhouse and Senator Patty Murray’s Legislative Assistants.

Liaison Report – David Chavey-Reynaud, COO

Carya Bair, Business Engagement Manager, in partnership with Jesse and Heather with Career Path Services, has developed a business plan as well as an outreach plan that was submitted to the State at the end of February. Still, one of Carya’s most recent activities has been starting to schedule monthly tours, not only with businesses but with community partners.

Board Chair Todd Samuel encouraged all Executive Board Members to contact BFWDC for a tour of TC Futures and WorkSource if they haven’t in the past.

David shared that they have already had one tour scheduled, and if any of the Board members are interested, they are hoping to make the tours more regular, not just for stakeholders within our own board but also for community partners; please contact Carya Bair (cbair@bf-wdc.org).

David covered the Liaison report included in the meeting packet. He provided an overview of the traffic at WorkSource Columbia Basin and TC Futures and WIOA program outcomes. Cumulative participants served for federal and state EcSA were discussed. Community Development Block Grant (CDBG) and Outreach to Historically Disadvantaged Communities (OHDC) outcomes, including site placements, referrals, and program targets, were reviewed. Additionally, EO (equal opportunity) monitoring was conducted during February, including interviews with customers and staff and a facility walkthrough. They are following up with some conversational items because of that monitoring. However, results should be made available soon. David asked members to review the information in the meeting materials and to reach out if there were any questions.

Executive Member Round Table

Todd Samuel provided an update on PNNL employment, expansion, and growth.

Commissioner Will McKay gave an update on the Juvenile Justice Center. The awarding bidder will be released next week, and remodeling can begin. The hope is to be completed next year (2024). This is a bi-county project (Benton-Franklin counties).

Adjournment

Todd adjourned the executive committee meeting at 5:02 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, April 25th, 2023, at 3:15 p.m. on ZOOM

Quarterly Board Meeting – Tuesday, April 25th, 2023, at 4:00 p.m. on ZOOM

Respectfully Submitted:

 5/4/2023
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Todd Samuel, Board Chair Date

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Cyndelle Howell, Administrative Assistant Date