



Benton-Franklin Workforce Development Council (BFWDC)

Youth Committee Minutes

August 11th, 2022, at 3:30 pm – Zoom

Board Present

Alicia Perches
Lynn Ramos-Braswell
Bob Legard

Leave of absence

Dennis Williamson

Absent

Jim Smith
Cinthia Alvarez
Paul Randall

BFWDC Staff Present

David Chavey-Reynaud
Cynthia Garcia
Becky Tuno
Cyndelle Wood
Isaac Estrada

Ex-Officio Present

Jamie Ohl
David Wheeler

BFWDC Staff Excused

Tiffany Alviso
Jessie Cardwell

Call to Order

Lynn Ramos-Braswell called the meeting to order at 3:30 pm.

Cyndelle welcomed attendees and provided a roll call of meeting attendees, and requested system partners use the chat feature so we know who has joined.

Motion to approve Youth Committee Minutes

The Minutes from the May 18th, 2022, Youth Committee Meeting were provided for members to review.

Jamie Ohl motioned to approve May 18th, 2022, Youth Committee Minutes as presented, seconded by Alicia Perches. Motion carried.

Motion to approve the PY22 Subrecipient Monitoring Schedule - Cynthia

The provided monitoring schedule is a comprehensive summary of all the contracts the BFWDC must monitor throughout the program year. This document provides specific details about each contract as a funding source requires. The Board has awarded approximately \$3.7 million this year to continue serving our community. For comparison purposes, the Board awarded roughly \$4.8 million last program year. Our CEO has established a "Diversification of Funding Plan and Procedure" to increase our funding sources strategically. Not all our funding sources are from the Employment Security Department/Department of Labor. We have also been receiving funds from the Washington State Department of Commerce; they have been added to this plan. As presented, we are asking for a motion to approve the PY22 Subrecipient Mon Schedule.

Alicia Perches motioned to approve PY22 Subrecipient Monitoring Schedule as presented, seconded by Jamie Ohl. Motion carried.

Motion to approve Sole Source Procurement for PY22 WIOA Title 1-B Youth Contract - David

Last month, due to a lack of quorum, we didn't have the opportunity to get this in front of the youth committee as it was canceled. To maintain cadence with how we typically go through this process, we felt it prudent to get this in front of the committee today to hold a motion for a recommendation, even though the full Board has already voted on it.

The Adult/Youth Procurement memo details the history of both contracts; in 2018, the RFP for Adult and Youth stipulated that the contract was extendable for up to an additional three years (through PY21). State Monitors noted that both grants must be re-procured for PY22 rather than receive contract extensions. As a result, the BFWDC recommends procuring Career Path Services for Adults and Youth via Sole Source Procurement, with the justification of the public emergency the pandemic still presents and the systems in place Career Path Services has in place to serve customers. The BFWDC will issue a competitive RFP for Youth, Adult, and Dislocated Worker Contracts for PY23.

Lynn Ramos Braswell wanted to recap; essentially, this is a formality for the youth committee to vote on as it's already been approved by Executive Committee and Full Board.

Bob Legard motioned to approve Sole Source Procurement for PY22 WIOA Title 1-B Youth Contract as presented, seconded by David Wheeler. Motion carried to approval.

PY22 WIOA Youth Formula Allocation E-vote – Cynthia

Cynthia wanted to take a moment and thank the Board for approving the PY22 WIOA Youth Formula Allocation to Career Path Services via eVote. We had a quick turnaround and were able to get contracts back to the state on time. \$668,455 was awarded this year. It is essential to mention that these numbers reflect the 14% decrease from the last program year.

State Monitoring Visit – Cynthia

In May 2022, the State completed its annual review of the WIOA programs. 10 Youth participant files were monitored, and it was acknowledged how well the participant files looked and how well the case managers documented all services provided. The State found no findings or areas of concern after their 2-week monitoring cycle. It is essential to mention that we conduct quarterly monitoring reviews of all files locally, which they consider a best practice. We are still awaiting the WIOA Management Letter, which we will present to the Board, containing the results of our local and state monitoring.

PY22 WIOA OSY Contract Updates- Cynthia

We are in the process of executing a contract with our subrecipient, Career Path Services (CPS). The Youth contract is now in the hands of our Benton County attorney. Once we get their blessing, the process will continue to Franklin County prosecuting attorney; it will go to the Franklin and Benton County Commissioner's office. We cannot utilize DocuSign, so it is a lengthier process due to the county requirements of "wet signatures and hard copies." During this program year, the Out of School Youth program will serve 197 youth and young adults; 111 are expected to be employed, and six (6) post-secondary education exits.

TC Futures/Out-of-School Youth Program Highlights- Cynthia

Cynthia provided highlights and updates as Melanie was absent. Significant highlights from last program year regarding TC Futures and Out-of-School Youth (OSY) program include serving 580 youth and adults with various education, employment, and training needs. There has also been an expansion of TC Futures to Suite A. The number of GED graduates continues to increase. Last program year, 75 youth completed their GED. Our OSY program currently has about 31 GEDs in progress. We will continue to inform you when the GED graduate events occur. It is a lot of hard work to put those events together, and it would be excellent if you took the time to watch them.

The BFWDC also received two letters from Employment Security Department recognizing the positive enrollment and subsidized employment, employment performance, and GED outcomes in the WIOA Youth program. ESD was impressed with the hard work and dedication in finding solutions to support our community – kudos to Career Path Services and Open Door staff.

Together We Rise – Outreach to Historically Disadvantaged Communities (OHDC)– David/Isaac/Becky David introduced our new Community Programs Manager, Becky Tuno. Becky will be providing direct oversight for both EcSA contracts, as well as OHDC and CDBG.

ORF (Outreach Request Form) has been sent out to our partners so they can request OHDC funds for outreach. There have been a few process updates and how we are moving forward with the program. This update includes clarifying instructions on articulating the request for funds and gives us the necessary information for grant compliance. We also finalized a demographic reporting spreadsheet that will be sent alongside our outreach request forms. This document is for monthly reports that are required for receiving OHDC funds. We have scheduled meetings with several partners, including our WorkSource Center-wide outreach meeting, to discuss potential outreach opportunities where OHDC funds can be utilized. As more local events and resource fairs are being developed, we intend to use and seek out those opportunities for potentially reaching the communities and populations that OHDC is designed to reach. Research is a component of all OHDC funds, the best ways to communicate and reach these disadvantaged communities are used as an outcome that we are working towards. We have partnered with a local vendor, Sonar Insights, a market research agency hired to help us develop a comprehensive outreach guide that will include best practices and possible communication channels to reach different populations within Ben-Franklin counties. We intend for this outreach guide to be utilized as a resource for either local organization partners or employers interested in serving disadvantaged people. Our research will include focus groups and a community survey to provide insight into the barriers and influences many of these populations face when seeking employment or local resources. And as of now, we are in the first steps of developing the focus groups in finding participants, so we have a screening survey that will be sent out to the public to identify eligible participants. And as we get closer to beginning distributing that screening survey, anyone interested in having that link to distribute to their channels or anyone that can provide insight for the focus groups, please feel free to reach out. This survey will be open to the public. We hope to send this to partners and other community organizations within the area and local resources.

Lynn asked for clarification on the focus groups, how they have been developed and how individuals are selected.

Isaac clarified that focus groups had been narrowed down to five marginalized populations: monolingual Spanish-speaking, LGBT QI plus, single parents, and individuals with disabilities. There will be six to nine participants within the five different focus groups. The survey will help us to determine eligibility – there is a monetary incentive for individuals.

David concluded that Sonar Insights is helping identify individuals and tool up the questions we will be using. In the screener survey, we will be disseminating it amongst our system partners; we would like to recruit directly from our system. We've discussed make-up for the various focus groups to ensure we have appropriate representation within each demographic. For example, with monolingual Spanish speakers, we want at least a couple of those participants that attend to be monolingual Spanish-speaking. Then perhaps a couple of participants could be bilingual individuals. So that we get a holistic idea of precisely what the experiences are. With persons with disabilities, we want to ensure that over half of the focus group isn't necessarily persons with the same type of disability. We want to have a broad understanding of that barrier as well. We have been going through this process to refine how we will collect this data. The goal is to have an outreach guide we can share with system partners, outlining current systems and strategies and what communication outlets are optimal for the various populations that see barriers we've identified.

Liaison Report- David

David shared details of the Liaison report and encouraged members to review the document in the meeting packet. David covered WorkSource traffic, and year-over-year data was discussed WIOA outcomes with participants and targets were covered, as well as EcSA and CDBG. Unemployment rates for both Franklin and Benton counties were reported.

We have wrapped up the pilot program LinkedIn learning, which was available to our system through June of this year. We had about 700 licenses allotted to us here locally. We activated 122, which doesn't seem like a lot, but our rates were better than almost anybody else's in the state compared to how many licenses we received. And so, we're sitting at a little over one in seven licenses allotted. The state received 10,000. Currently, ESD is talking with LinkedIn learning, and they're deciding whether to continue the program. Most of the interest was from businesses to use the licenses for incumbent workers' professional development and training opportunities. Overall, we didn't see much interest from job seekers, but we've also been experimenting and working out some best practices in how we present those to the job seekers. We'll see what the future of that is going to look like.

Highlights included TC Futures, in partnership with the WSCB business services team, hosting a hiring event for the United States Department of Agriculture (USDA) from June 14th-June 16th. There were 18 attendees and one known hire so far. USDA was highly satisfied with its experience at TC Futures and awarded the center a Certificate of Appreciation. Services highest in demand included basic assessment, deskside job seeker assessment, basic assessment, and workshops. During June, WSCB provided 135 group services to 38 individuals through our locally offered workshops and group sessions. Strategies for Success was the most attended workshop. June customer feedback included 43 responses via Survey Monkey and QTRAC (8% response rate). 88% of customers reported they would refer family and friends. The top 3 services received were unemployment, job search, and training.

Lynn asked if there was any detail on what courses were utilized.

David will reach out to WorkSource and ask for more information – the concern is that the license has lapsed. David will check with Crystal to clarify the reports she ran.

Other Business / Updates- All

David discussed the upcoming OID (occupations in demand) committee meeting on 8/17/22 at 2-3:30 pm. For participants to receive WIOA funds for training, it must be for an occupation in demand. To receive training for the position, it must be on this list. We want to ensure that ESD's list reflects the conditions of our area. Once a year, we convene our system partners and request their input once ESD releases its preliminary list. If we want to ask ESD to make any of those changes (in-demand, balanced & not in-demand), we must submit those changes by the end of the month (August). You can submit written recommendations to me, David. The next step is presenting those recommendations to our Board, getting them approved via e-vote, and returning them to the state by the end of the month.

Please contact David C. if you want to be added to the distribution list or have any questions.

Next Meetings

Youth Committee Meeting – Wednesday, September 21st, 2022, at 3:30 p.m. on Zoom

Adjournment

With no further business, the meeting of the Youth Committee adjourned at 4:32 pm.

Respectfully submitted:

DocuSigned by:

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Lynn Ramos – Braswell, Board Member


Cyndelle Wood, Administrative Assistant

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