



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

June 27th, 2023, 4:00 p.m. Zoom

Local Elected Officials

Commissioner McKay
Commissioner Didier

Executive Members

Todd Samuel
Amanda Jones

Board Members

Jennie Weber

Excused

Lynn Ramos – Braswell
Adolfo de Leon

BFWDC Staff Excused

Cynthia Garcia

BFWDC Staff

Tiffany Alviso	DeAnn Bock
Jan Warren	Carya Bair
David Chavey-Reynaud	Isaac Estrada
Jessie Cardwell	Cyndelle Howell
Becky Tuno	

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

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

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

Minutes

May 30th, 2023, Executive Committee meeting minutes were presented for a motion to approve.

Commissioner Will McKay motioned to approve the May 30th, 2023, Executive Committee meeting minutes, and Amanda Jones seconded; the motion was carried unanimously to approval.

Funding and Contract Awards

The WIOA programs improve the quality of the workforce and enhance the productivity and competitiveness of the Benton-Franklin workforce. Job seekers often require help in accessing employment, education, transitioning skills, training, and support services to successfully obtain employment that offers upward mobility.

The purpose of the PY23 WIOA contracts is to help Youth, Adults, and Dislocated Workers to receive services, obtain credentials and find employment that pays family-supporting wages.

WIOA Youth Contract:

The Benton-Franklin Workforce Development Council staff recommends the award of the WIOA Youth Contract to Career Path Services in the amount of \$628,933 to serve 177 youth in our community. This contract is effective July 1, 2023, through June 30, 2024.

Commissioner Will McKay motioned to award PY23 WIOA Youth Contract to Career Path Services in the amount of \$628,933 contract being effective July 1, 2023, through June 30, 2024, and seconded by Amanda Jones; the motion was carried unanimously to approval.

WIOA Adult Contract:

The Benton-Franklin Workforce Development Council staff recommends the award of the WIOA Adult Contract to Career Path Services in the amount of \$481,791 to serve 138 adults in our community, with a Quarter One Cap not to exceed \$118,629. This contract is effective July 1, 2023, through June 30, 2024.

Commissioner Will McKay motioned to award PY23 WIOA Adult Contract to Career Path Services in the amount of \$481,791, with a Quarter One Cap not to exceed \$118,629, effective July 1, 2023, through June 30, 2024, and Todd Samuel seconded; the motion was carried unanimously to approval.

WIOA Dislocated Workers Contract:

The Benton-Franklin Workforce Development Council staff recommends the award of the WIOA Dislocated Worker Contract to Career Path Services in the amount of \$623,100 to serve 143 dislocated workers in our community, with a Quarter One Cap not to exceed \$145,971. This contract is effective July 1, 2023, through June 30, 2024.

Todd Samuel motioned to award PY23 WIOA Dislocated Worker Contract to Career Path Services in the amount of \$623,100, with a Quarter One Cap not to exceed \$145,971, effective July 1, 2023, through June 30, 2024, and Commissioner Will McKay seconded; the motion was carried unanimously to approval.

One-Stop Operator Contract:

WorkSource Columbia Basin (WSCB), our Comprehensive One-Stop Center, serves as a convenient and recognizable public access point to the public workforce system in Benton and Franklin Counties. The PY23 One-Stop Operator Contract aims to facilitate and coordinate operations, communication, and partnership at our One-Stop Center.

The Benton-Franklin Workforce Development Council staff recommends the award of the One-Stop Operator Contract to the Benton-Franklin Workforce Consortium in the amount of \$160,000 to facilitate and lead partnership operations at WorkSource Columbia Basin. This contract is effective July 1, 2023, through June 30, 2024.

Commissioner Will McKay motioned to award PY23 One-Stop Contract to Benton-Franklin Workforce Consortium in the amount of \$160,000 effective July 1, 2023, through June 30, 2024, and Commissioner Clint Didier seconded; the motion was carried unanimously to approval.

Motion to nominate new Board of Directors member – Tiffany Alviso, CEO

BFWDC CEO Tiffany Alviso recommends a motion to nominate new BFWDC Board of Directors member:

- Representing Business: Sonny Virakpanyou, Sonar Insights

Commissioner Will McKay motioned to approve the nomination of new Benton Franklin Workforce Development Council Board of Directors member Sonny Virakpanyou and was seconded by Commissioner Clint Didier; the motion was carried unanimously to approval.

Financial Reports April 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 04/30/23 for the corporate entity account. The balance sheet shows little activity; money market interest

earned. The statement of revenues and expenditures reflects the year-to-date interest and the expenses not eligible to be covered by WIOA or other grants, so there are very few changes.

Main WDC: The balance sheet and the statement of revenues and expenditures ending 04/30/23 for the main WDC account were reviewed. This is a summary of the assets and liabilities of the main entity account. Listed are the offsetting accounts for March, which reflect the accounts receivable from the two grants that have caused the bank account to be negative due to delayed processing for April. Jan commented that the only account that is significantly over budget is travel. They are recognizing these trends going into next year's budget and evaluating the value of travel and other activities they participate in.

WSCB: Lastly, Jan discussed the WSCB Partnership balance sheet and the statement of revenues and expenditures ending 04/30/23. Jan presented the balance sheet and reflected that these are very consistent expenses, which usually don't fluctuate monthly. Jan shared that they are at 83% of their annual budget this program year and are on target and where expected.

Liaison Report – David Chavey-Reynaud, COO

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. David asked members to review the information in the meeting materials and to reach out if there were any questions.

BFWDC CEO Report – Tiffany Alviso, CEO

WIOA Title 1-B Formula Allocations

Tiffany reported receiving notice from their fund source of the allocations for WIOA Title 1-B. They will see a decrease of 2% in funding within their Youth program (approximately \$16,000). The Adult program will increase by 0.5% (approximately \$4,000). Dislocated Worker program will have a 22% decrease (approximately \$200,000).

The WWA has been negotiating with ESD to bridge the gap in funding by potentially tapping into the Rapid Response funds. There are many advocacies at the federal level, including the Department of Labor and Regional and State level leaders. They hope that reauthorization can happen in the next cycle so that they don't consistently see these budget cuts year after year. Overall, they will experience an 8% budget cut this program year.

BFWDC Diversity of Funding

Tiffany expanded on the funding diversity that the WDC staff are pursuing. Tiffany shared details on EcSA, H1-B, Career Connect Washington, and Round-2 of QUEST and OHDC. The BFWDC team is making significant efforts to secure this additional funding.

Workforce System Memorandum of Understanding (MOU)

The current MOU is set to expire on June 30th. Tiffany shared that much work has been done in developing a new memorandum of understanding and infrastructure funding agreement (IFA). This new agreement includes and codifies TC Futures as a pending specialized center. The MOU/IFA will be routed for signature on 06/27/23.

Executive Member Round Table

dAmanda Jones shared that she was in contact with a business owner who was having difficulty staffing. Amanda contacted Tiffany and her team, who proactively reached out to the business owner to discuss how WSCB could help. She shared her gratitude to the WDC team.

Commissioner Will McKay provided an update on the Juvenile Justice Center remodel. A contractor has been selected, and they hope to be in the construction phase by next year.

Adjournment

Todd Samuel adjourned the executive committee meeting at 4:57 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, July 25th, 2023, at 3:15 p.m. WSCB/ZOOM Hybrid

Quarterly Board Meeting – Tuesday, July 25th, 2023, at 4:00 p.m. WSCB/ZOOM Hybrid

Respectfully Submitted:

DocuSigned by:
Todd Samuel 8/3/2023
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Todd Samuel, Board Chair Date

DocuSigned by:
Cyndelle Howell 7/27/2023
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Cyndelle Howell, Administrative Assistant Date