



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

### **Executive Committee Minutes**

March 29, 2022

4:00 p.m.

Zoom

#### **Executive Members**

Todd Samuel  
Dennis Williamson  
Adolfo de Leon  
Amanda Jones

#### **Excused Absence**

Commissioner McKay  
Commissioner Didier

#### **BFWDC Staff**

Tiffany Scott  
Jan Warren  
David Chavey-Reynaud  
Diana Hamilton  
Cynthia Garcia  
Jamilet Nerell  
Jessie Cardwell  
DeAnn Bock

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#### **Call to Order**

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

#### **Roll Call**

Tiffany Scott reported excused absences and conducted a roll call of Board Members and BFWDC Staff.

Tiffany welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

#### **Minutes**

Todd provided the minutes from February 22, 2022, Executive Committee Meeting for members to review.

*Adolfo de Leon moved to approve February 22, 2022, Executive Committee Meeting Minutes as presented, seconded by Amanda Jones. Motion carried.*

#### **Financial Reports as of 1/31/22**

Jan Warren presented the BFWDC January 31, 2022, financial reports. She highlighted pertinent activities for members. There has been very little change from the prior month on the corporate entity balance sheet. Interest is posted quarterly for the Certificate of Deposit (CD) account and money market, and updated balances are reflected. The CD has recently been renewed for just a 12 month period, since the interest rates are currently low. The statement of revenue and expenditures reflects those expenses not allowable under the Workforce Innovation and Opportunity Act (WIOA).

The balance sheet for the BFWDC main account shows a receivable for the Department of Commerce grant. The BFWDC can only invoice once per month. There will always be a receivable for the prior month's business. The other receivable is what is due to the corporate entity for the Non-WIOA expenses. The rest is the January portion of the Employment Security Department grants. The revenue and expenditures for the main account payroll are consistent from month to month. Some line items are heavily weighted at the beginning of the program year. The insurance and dues and fees are two examples. The travel line item will increase once the BFWDC participates in state and national offerings (training and conferences).

The balance sheet for the WSCB partnership shows an Infrastructure Funding Agreement (IFA) credit as part of the reconciliation process. The revenue and expenditures statement for the partnership follows the same trend as the BFWDC main account. Rent and facilities are consistent from month to month. Jan commented when asked that she keeps a close eye on these budgets and has no concerns. Should a line item be underspent, the money can be shifted to where the need is.

**Motion to Approve WorkSource System Policy (WSP)-01 Rapid Response**

Tiffany Scott commented the Adult and Employer Linkage (AEL) Committee previously discussed, moved, and unanimously approved the agenda item. The policy is prescriptive and articulates what needs to be done by whom and when during a Rapid Response event.

*Adolfo de Leon moved to approve WorkSource System Policy (WSP)-01, Rapid Response as presented, seconded by Dennis Williamson. Motion carried.*

**Motion to Approve WIOA Title 1 PY22 (July 1, 2022 – June 30, 2023) Adult Service Provider Extension to Career Path Service**

Tiffany Scott commented the Adult and Employer Linkage (AEL) Committee previously discussed, moved, and unanimously approved the agenda item. Tiffany mentioned that the motion is being presented by staff now to engage and develop contracts ahead of the program year start date. Diana Hamilton commented that Career Path's strategies for their customers have been successful. They are doing great work, and the performance is cited by our (BFWDC) fund source (Employment Security Department). Diana shared that the monitoring of Career Path demonstrates their stellar outcomes highlighting no findings or disallowed costs.

*Dennis Williamson moved to approve WIOA Title 1 PY22 Adult Service Provider Extension to Career Path Services as presented, seconded by Adolfo de Leon. Motion carried.*

**Motion to Approve WIOA Title 1 PY22 (July 1, 2022 – June 30, 2023) Dislocated Worker Service Provider Extension to Career Path Services**

Tiffany Scott commented the Adult and Employer Linkage (AEL) Committee previously discussed, moved, and unanimously approved the agenda item. Diana Hamilton shared the same consistency regarding Career Path Services quality as a service provider for Dislocated Workers. Members and staff discussed the value of having a solid service provider like Career Path Services to help our community when faced with the challenges of the COVID-19 Pandemic.

*Adolfo de Leon moved to approve WIOA Title 1 PY22 Dislocated Worker Service Provider Extension to Career Path Services as presented, seconded by Dennis Williamson. Motion carried.*

**Motion to Approve WIOA Title 1 PY22 (July 1, 2022 – June 30, 2023) Youth Service Provider Extension to Career Path Services**

Tiffany Scott commented that the Youth Committee previously discussed, moved, and unanimously approved the agenda item. Tiffany mentioned the collaborative efforts of Career Path Services and Educational Service District 123 are impressive, especially with Open Doors co-enrollment. Cynthia Garcia shared that Career Path Services is a top performer in the state regarding performance. Cynthia likes the YES mentality of Career Path Services.

*Todd Samuel moved to approve WIOA Title 1 PY22 Youth Service Provider Extension to Career Path Services as presented, seconded by Dennis Williamson. Motion carried.*

**Motion to Approve EcSA Subrecipient Contract for \$245,372 to Career Path Services, Effective April 1, 2022 – June 30, 2023, Utilizing Sole Source Procurement**

Tiffany Scott commented the Adult and Employer Linkage (AEL) Committee previously discussed, moved, and unanimously approved the agenda item. This round offers more flexibility and expands to Benton County. EcSA is here to stay with an additional round 3 coming from the state budget from the ESD perspective. Jamilet Nerell shared that she agrees with what her peers previously shared. The adaptability of Career Path Services is commendable, and they are distinguished.

*Adolfo de Leon moved to approve Economic Security for All (EcSA) Subrecipient Contract in the amount of \$245,372 to Career Path Services, Effective April 1, 2022 – June 30, 2023, Utilizing Sole Source Procurement, seconded by Dennis Williamson. Motion carried.*

**Motion to Approve WIOA One-Stop Operator Service Provider Extension to the Benton-Franklin Workforce Consortium (BFWC) Effective July 1, 2022 – June 30, 2023)**

David Chavey commented the Adult and Employer Linkage (AEL) Committee previously discussed, moved, and unanimously approved the agenda item. David commended the work of the BFWC and their proactive approach to optimizing the customer experience at WSCB.

*Dennis Williamson moved to approve WIOA One-Stop Operator Service Provider Extension to the Benton-Franklin Workforce Consortium (BFWC) as presented, seconded by Todd Samuel. Motion carried.*

**Liaison Report Presentation**

David shared details of the Liaison Report. WorkSource Columbia Basin (WSCB) is in a seasonal dip on the employment side of things, which is historically typical. WSCB sees UI traffic come into the center. Weather can impact traffic to the center; there should be an increase in traffic as the weather gets better. WSCB is still down in staff-assisted job seeker and staff assistance services to job seekers compared to pre-pandemic levels. WSCB now offers a

