

# Benton-Franklin Workforce Development Council Youth Committee Minutes

May 19, 2021  
3:30 p.m. – Zoom

**Present**

Dennis Williamson  
Alicia Perches

**Excused**

Bob Legard  
Lynn Ramos-Braswell

**Absent**

Cinthia Alvarez

**Staff/Partners**

Tiffany Scott, BFWDC  
David Chavey-Reynaud, BFWDC  
Diana Hamilton, BFWDC  
Jamilet Nerell, BFWDC  
Jessie Cardwell, BFWDC  
Becky Smith, BFWDC  
Mark Wheaton, TC Futures  
Heather Woodruff, CPS

**Ex-Officio**

Darryl Banks  
Paul Randall

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**Call to Order**

Dennis Williamson called the meeting to order at 3:32 p.m. Members responded as Becky called roll.

**Approval of Committee Minutes**

Members received copies of the February 17, 2021, Youth Committee Meeting minutes for review.

**Paul Randall moved to approve February 17, 2021, Youth Committee Minutes as presented, seconded by Alicia Perches. Motion carried.**

**PY20 Monitoring Summary** – Tiffany

Tiffany presented the printed PY20 Benton-Franklin Workforce Development Council (BFWDC) Sub-Recipient Monitoring Report. This report is a snapshot of the full report that captures what has been done during the program year. The state of Washington monitors the BFWDC each year, and in turn, we are required to monitor our sub-recipient. The BFWDC has the option to site a finding, disallowed cost, or noted practices. Noted practices are when program staff highlights some of the best practices that happened during the year so that they become part of the record. During this detailed monitoring, 14 files were reviewed, and there were no findings or disallowed costs. Congratulations to Career Path Services (CPS) for the outstanding work they have done this year. We want to celebrate the virtual services provided and the continuous improvement made throughout the last year. CPS has been working with the Business Services Team to find opportunities for youth. They have also created a Call to Action Plan showing the current program performance. A lot has been accomplished in a very stressful year.

Dennis shared that he would like to thank Cynthia for the report and her work on this.

**WIOA Youth Program Updates** – Tiffany

Tiffany shared a letter from the Employment Security Department (ESD) sharing the Remarkable Year's End that the Youth Program had. They had a target of 140 enrollments, and as of December, they had 114. This is with the challenging year of COVID. Thank you to the whole workforce system for their help in making this happen. ESD also called out that the BFWDC is very active with its peers across the state.

Tiffany shared the April 2021 Youth Program Performance Summary that was provided in the packet. The expenditure rate is at 58%, and contractually, it should be at 90%. Typically, these numbers come up over the last quarter. CPS is notorious for doing well in quarter four.

Tiffany asked about Future Fest. Heather shared that Future Fest was the first virtual entry-level job fair. Three workshops were held leading up to the event. There were about 128 registrations and about 70 who actually attended. This is greater than anticipated. There will be a debrief with the Business Services Teams. With the challenges and hiring trends in the entry-level sector, it was a big success. Mark added that there were several on-the-spot interviews and hires. TC Futures provided technology for those that needed it.

**TC Futures Update** – Mark

Mark shared that numbers continue to trend in the right direction. There continue to be more and more GED graduates. CPS has been providing tutoring opportunities for GED students. A Transitions Presentation (graduation) for GED graduates will be held on June 9.

Mark shared that they brought to the property manager's attention the need to upgrade the HVAC systems to ensure good air purification and filtration. The owners covered the entire cost to add air purification and updated all of the fixtures. The building owners have been a delight to work with and are advocates for the work done at TC Futures. ESD123 is working on a way to honor them for the support of the programs.

Leadership continues to monitor the guidance and phases and prepare for the next steps of serving customers to the best of their ability.

Heather recognized Mark and the Open Doors team for their efforts to make sure students are co-enrolled. The team has worked very collaboratively. The number of co-enrollments recognizes the partnership that is happening to help students move toward employment and training services.

Mark shared that the GED Academy will be offered in Spanish this summer.

**TC Futures Transition Presentation** -

Mark shared the Transition Presentation (GED Graduation) will be on June 9 from 5:30 to 7:30. Fifty graduates have been invited to a walk-thru presentation. They will receive a certificate and a gift. Individually wrapped cookies will be branded for the event. They would have loved to do a dinner or dessert, but are excited to be able to do something for our graduates. There will be a photo backdrop for pictures with their families. All Youth Committee Members are welcome to stop by. This event will be outside and will allow for social distancing. The graduates will have staggered arrival times.

**Liaison Report** – David

David presented the April 2021 Liaison Report. This report is produced by the BFWDC each month and tries to capture the activities of all workforce systems and partners. He walked through the data presented in the report. We are working our way back to pre-covid numbers. Unemployment is starting to look better. WSCB will be certified for another three years. We are at about 81% in COVID-19 Job Recovery. He pointed out the LinkedIn Learning Pilot chart. We are hoping to extend and expand this program.

**Other Business**

Tiffany informed the committee that the recommendation made by this committee to extend Career Path Services as the youth provider went up to the Executive Committee and then the Full Board for approval. Upon receiving the allotments from ESD, staff will then be working on contract numbers. The committee will need to e-vote the dollar amount of the Out of School Youth (OSY) contract.

Dennis shared the website <https://www.constructyourfuture.com/>. He suggested that staff take time to visit the site. It identifies all the construction trade apprenticeships across the nation. Individuals can put in the trade they are interested in and location and pull up information for local apprenticeships. This would be very beneficial to TC Futures participants.

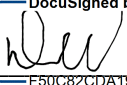
**Next Meeting**

Youth Committee Meeting – September 15, 2021, 3:30 p.m. at TBD

**Adjournment**

With no further business, Alicia moved to adjourn, seconded by Dennis. Motion carried. The meeting adjourned at 4:18 p.m.

Respectfully submitted:

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12/27/2021  
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Dennis Williamson, Chair

DocuSigned by:  
  
12/27/2021  
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Cynthia Garcia, Youth Program Manager/EO Officer