



**Benton Franklin Workforce Development Council (BFWDC)
Executive Committee Minutes**

April 26, 2022

3:15 p.m.

Zoom

Executive Members

Commissioner McKay
Commissioner Didier
Todd Samuel
Adolfo de Leon
Dennis Williamson
Amanda Jones

BFWDC Staff

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

Call to Order

Todd Samuel called the meeting to order at 3:16 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Roll Call

Tiffany Scott presented a land tribute acknowledging the traditional, ancestral territories of the Cayuse, Walla Walla, and Palouse 1st Nations.

Tiffany reported no 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 the March 29, 2022, Executive Committee Meeting for members to review.

Dennis Williamson moved to approve March 29, 2022, Executive Committee Meeting Minutes as presented, seconded by Adolfo de Leon. Motion carried.

Financial Reports as of 2/28/22

Jan Warren reviewed the BFWDC financials with members. The balance sheet for the corporate entity does not reflect much change from the prior month. The interest has been posted to the money market account. The interest for the CD records quarterly, so there has been no change there. The statement of revenue and expenditures for the corporate entity shows the year-to-date interest. Under the expenses are expenditures that are not allowed under the Workforce Innovation and Opportunity Act (WIOA). The corporate entity account is used to cover those costs.

The balance sheet for the main account has a cash negative balance. This is rare. The BFWDC had a pending payment from the commerce grant. They are listed below on the receivables. They came in after the close of the month. The BFWDC issues checks so reports can be processed, and if the funds have not been processed, the check is held a day or two until the funds are available. In the revenue and expenditure statement for the main account, the percent of the budget spent should be 67%, we are at 60%. This is well within the range where Jan is comfortable. Some expenses like the liability insurance and dues and fees are much more heavily weighted at the beginning of the program year. Those are almost fully expended, and we should not see much further activity. Soon we will see the travel expenses for attending the National Association of Workforce Boards Conference (NAWB). Several staff and board members participated this year. It is the most expensive conference we participate in.

The balance sheet for WorkSource Columbia Basin (WSCB) has minimal change this month. The liabilities do reflect an Infrastructure Funding Agreement (IFA) credit. We generated this through the reconciliation of the partnership funds. It is slowly decreasing and will be down to zero. The statement of revenue and expenditures for WSCB shows the most significant expense as rent and facilities. Maintenance is right on budget. It is the most stable expense throughout the year. We have some upcoming activities planned for deep cleaning including carpet cleaning.

Liaison Report Presentation

David Chavey reviewed the BFWDC Liaison Report with members and shared several specific workforce systems and statistics. More traffic is coming into WorkSource Columbia Basin, as shown by the Qtrac graph on the second page. Numbers are comparative to pre-pandemic levels, which is exciting. Tri-City (TC) Futures is doing amazing work with their outreach. He invited members to check out their Facebook page. The TC Futures traffic numbers are all customers who physically walk into the facility. TC Futures total youth enrolled are those customers enrolled in the Out-of-School Youth Program and/or the Open Doors Program.

WIOA Programs are at 97% of the monthly total served participant target and 78% of employment monthly exit target. Economic Security for All (EcSA) numbers will carry on with round two funding, increasing our performance numbers. Employment placements are a priority for the next round of funding. The Community Development Block Grant is at 45% of target in serving low to moderate-income individuals and 50% for placement of participants. Low-to-Medium (LMI) Individuals, and community impacted members will be added to the Liaison report.

CEO Updates

Tiffany Scott communicated that the Employment Security Department has captured some WIOA Youth dollars from another Workforce Development Council (WDC) and will be reallocating them to the BFWDC soon. The specific dollar amount has yet to be identified.

On Thursday morning, Tiffany will participate in the Ask The Experts Series at the Tri-City Regional Chamber of Commerce, discussing "The Great Resignation." It is anticipated that the event will have its largest attendance to date.

The BFWDC was notified that an additional 4 million dollars would be added to EcSA Round 3, bringing the new total to over 10 million for the 12 WDCs in Washington State.

Executive Member Round Table

Last week, Todd attended the TC Futures open house and commented that our sub-contractor (Career Path Services) is doing an exceptional job. He encouraged board members to tour the facility and the recent expansion.

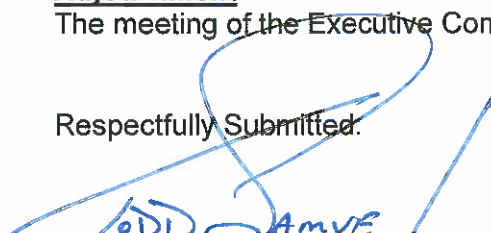
Next Meeting

Executive Committee Meeting – Tuesday, May 31, 2022, at 4:00 p.m. – Zoom

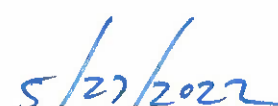
Adjournment

The meeting of the Executive Committee adjourned at 3:52 p.m.

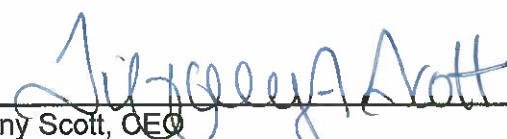
Respectfully Submitted.



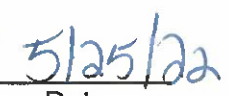
Todd Samuel, Board Chair



Date



Tiffany Scott, CEO



Date

