



Benton Franklin Workforce Development Council (BFWDC)
Executive Committee Minutes
May 31, 2022
4:00 p.m.
Zoom

Executive Members

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

Excused Absence

Tiffany Scott
Diana Hamilton

BFWDC Staff

Jan Warren
David Chavey
Cynthia Garcia
Jamilet Nerell
Jessie Cardwell
DeAnn Bock
Isaac Estrada

Call to Order

Todd Samuel called the meeting to order at 4:00 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Roll Call

David Chavey conducted a roll call of Board Members, and BFWDC Staff Tiffany Scott and Diana Hamilton were excused absences. David welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Todd provided the minutes from April 26, 2022, Executive Committee Meeting for members to review.

Dennis Williamson moved to approve April 26, 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 shows an update to the accrued vacation payable account that reflects the agency's liability to pay the vacation wages and related payroll expenses, including taxes and 401K. The accounts receivable line indicates a pending transfer from the main account to the corporate entity that will take place at the end of the quarter. The revenue and expenditure account for the corporate entity fund has a few new items. We recorded our first transaction via the Donate button and the fee to Paypal for the donation; for the \$5.00, we paid a \$0.63 fee. We are now official. The other item included is the regular year-to-date interest and any fees that we would pay that are not WIOA eligible.

The balance sheet for the main account shows the status of the various grants. The revenue and expenditure account for the main account shows us to be just over 70%, and for this time of year, Jan would expect it to be at about 75%, so she is happy about where we are. Jan explained why some line items are spent more than other line items, for example, technology needs and building maintenance. A discussion was had with David, Jan, and Todd regarding the HVAC repairs and the lease at Goodwill. Jan did highlight the great work of our subrecipients for their spending.

The balance sheet for the partnership showed very little change from the previous month. The revenue and expenditure account for the partnership shows some of the building maintenance discussed earlier, deep cleaning and carpet cleaning.

Liaison Report Presentation

David Chavey reviewed the BFWDC Liaison Report with members and shared several specific workforce systems and statistics. For WorkSource Columbia Basin (WSCB, there was a significant drop in traffic due to the Hanford job fair last month that boosted traffic. The numbers for staff-assisted job seekers are down a bit, but the services performed for those job seekers are up. The same goes for employers, fewer businesses were served, but the number of services performed businesses are up. TC Futures had 494 people enter the building, not unique visitors, as some individuals may be counted more than once. Five youth obtained their GED during the month of April. The Out of School Youth program is up by 19% from last year's total enrollments.

WIOA Programs are at 99% of the monthly total served participant target and 75% 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 (CDBG) is at six placements of the target of three and at about 50% of the target in serving low to moderate-income individuals. Low-to-Medium (LMI) Individuals and community impacted members will be added to the Liaison report. Outreach to Historically Disadvantaged Communities (OHDC) is in the research phase.

Unemployment numbers dropped from last month to 5.4% for Benton County and 7.4% for Franklin Country. We have hit 115% for job recovery from COVID.

CEO Updates

Jan shared that the BFWDC is recruiting for an Administrative Assistant and that we have received several applications. The Administrative Assistant will work 32 hours a week, will receive benefits, and will work 100% at the office. This is a permanent position. The job posting closed Friday, May 27th.

Jan attended a PY22 formula funding allocation meeting earlier this month. She reported a little over 9% reduction in funding statewide and explained our next steps. Jan shared that with the allocations coming so late, we will seek board approval via e-vote. She also shared that locally we will have a reduction; Youth and Adult are about 13% and Dislocated Worker about 17%.

David provided an update on state monitoring. David shared that that state monitors came in a week behind, which will push our monitoring out. Last week they were on-site and monitored all they could in person and have returned to their home offices and continue to monitor. Having them in person was great for building rapport, and we will have more of an update next month when they finish.

David announced that Jamilet would be leaving to move to the west side to support a career change for her husband and that Jasmine Smith, the WIOA Program Manager from WSCB, will be taking her place starting June 1st.

Jamilet expressed her thanks for being a part of the BFWDC and working with everyone, and Todd shared his gratitude to Jamilet.

The Executive Member Round Table

Cynthia Garcia shared that there will be a GED graduation at TC Futures on June 16th, beginning at 4:30 p.m., and everyone is invited to join.

Todd shared that Pacific Northwest National Laboratory, where he works, is experiencing a high attrition rate, almost double what they normally see. Due to housing being less affordable and the cost of living being higher, it is not as attractive to live here as it used to be.

Next Meeting

Executive Committee Meeting – Tuesday, June 28, 2022, at 4:00 p.m. – Zoom


Adjournment

The meeting of the Executive Committee adjourned at 3:58 p.m.

Respectfully Submitted:




Todd Samuel, Board Chair



Date



Jessie Cardwell, Programs Coordinator



Date