

Benton-Franklin Workforce Development Council

Quarterly Board Meeting

Tuesday, July 30, 2019
4:00 PM – WSCB Room #8

Present

Board Members

Carl Adrian
Carol Moser
David Phongsas
Dennis Williamson
Janet Booth
Jennie Weber
Michael Bossé
Richard Bogert
Todd Samuel, Chairman

Pending Membership:

Amanda Jones
Michael Lee

Ex-Officio

Israel Delamora

Excused

Board Members

Adolfo de León
Bob Bertsch
Bob Legard
Carlos Martinez
Lori Mattson

Ex-Officio Members

Darryl Banks

Absent

Board Members

Jim Smith
Melanie Olson

Ex-Officio Members

Clint Didier, Commissioner
Jim Beaver, Commissioner
Paul Randall

Staff

Tiffany Scott
Jan Warren
Cynthia Garcia
Diana Hamilton
Sonee Kulaga
Becky Smith

Guests

Crystal Bright, OSO
Jose Sandoval, ESD
Gena Garcia, ESD
Heather Woodruff, CPS
Daphne Larios, CBC
Katie Engel, CPS
Jessie Cardwell, CPS
Jamilet Nerell, CPS
Marla McMackin, CPS
Kim Hamann, CPS
Petra Meraz, ESD
Sandra Douglas-Russell, CPS
Christina Pettey

Call to Order

Todd Samuel called the meeting to order at 4:02 p.m. and welcomed everyone. He reminded everyone of the BFWDC mission and vision statements. Introductions were made around the room.

Consent Agenda:

Todd presented the items on the Consent Agenda.

- **Approval of Board Minutes**

To approve the April 30, 2019 Quarterly Board Meeting Minutes as presented.

- **Finance Reports**

To adopt the BFWDC Finance Reports as submitted for the period ending May 2019.

- **Board Member Appointment**

Michael Lee, Columbia Basin College

Amanda Jones, Community First Bank

- **PY19 Rapid Response Increase Employment (RRIE)**

To award the PY19 RRIE Contract to Career Path Services in an amount not to exceed \$248,679 with Quarter 1 spending not to exceed \$50,829 effective July 1, 2019 through June 30, 2021 to serve an additional 54 Dislocated Workers and 47 employed exits in our community.

Richard Bogert moved to approve the items on the Consent Agenda as presented, second by Carol Moser. Motion carried.

CEO Updates – Tiffany Scott

- A five-year lease agreement was executed for 6917 W. Grandridge Blvd Suite E in Kennewick for the Youth and Young Adult Re-Engagement Center with Educational Service District 123. The center has been named TC Futures. A soft opening began 7/1/19 with staff being located on-site

and customers being served. The grand opening will be in September. Board members will be notified of date and time.

- On May 22nd the RFP Committee convened and made a recommendation to the Full Board that the Dislocated Worker sub-recipient contract be awarded to Career Path Services. Motion passed. Thank you to those that served on this committee and to Diana Hamilton for her diligence in providing technical assistance to ResCare as they worked through their corrective actions last program year.
- On May 30th the Certification Committee granted a 2-year extension to WorkSource Columbia Basin (WSCB). The new expiration date is May 28, 2021. The committee mentioned that they are proud of the level of professionalism, passion and pride staff at WSCB take in having a positive impact on customers as they continue to work on designing and implementing a seamless, integrated customer-focused service delivery system. Thank you to the Benton Franklin Workforce Consortium and Operations Manager for their leadership within the center. Thank you to the Certification Committee for their time and contribution to the process.
- On June 13th the Director of Workforce Initiatives at the Washington State ESD announced that the BFWDC was one of four local areas receiving an Economic Security for All contract in the award amount of \$856,775. The local program is named Si Se Puede (Yes, We Can). The state commented that they are excited about our local design and are very proud of our team. The model we created is innovative and replicable. Over the next 2 years 138 families in poverty in Connell Washington and surrounding towns will be served with this funding. The goal is self-sufficiency. Congratulations to Sonee Kulaga, the lead writer on the bid. As a result of this additional funding and other increased resources the BFWDC is hiring a Community Programs Manager. The job description is posted on the BFWDC website and closes 8/7.
- On June 20th we received the Nondiscrimination Monitoring Review Report from the state Equal Opportunity Monitoring Director which contained no findings. Thank you to Cynthia Garcia and the great job she is doing.
- On June 26th we received the Management Letter from the state Monitoring Director which contained no findings. They stated that they are impressed with our level of compliance regarding applicable Federal and State Laws. Thank you to Jan Warren for getting the BFWDC back on its feet in the fiscal space.

WIOA Board Responsibilities & Retreat Logistics – Tiffany Scott

Tiffany shared that the Board Retreat will be on October 23-24 at Courtyard Marriott in Richland at Columbia Point from 8:00 a.m. to 5:00 p.m. both days. Food and beverages will be served. The facilitators have expressed the importance of attendance on both days.

The goal of the retreat is to establish the Values, Mission, Vision, Goals and Objectives for the BFWDC. It has been over a decade since this work has been done. Moving forward we anticipate having an annual board retreat, but it will only be one day long or less. Thank you to Becky Smith on her work putting the retreat together.

Tiffany presented a PowerPoint around the role of a board under WIOA. She shared this presentation to give the board members a baseline understanding of board responsibilities going into the board retreat.

Todd reiterated the importance of everyone attending the retreat. We will be doing some vision casting and making sure that the board is compliant with the law.

WorkSource Operations Manager Update – Crystal Bright

Crystal shared some updates from PY18.

- Certified as an American Job Center
- Focused on getting a baseline of data
- She thanked the Barriers and Access Solutions Committee (BASC) for their work creating the customer satisfaction survey. It is on an electronic platform which is very accessible. The feedback percentage has gone up. We can reach out to customers directly if there is a concern. The overall experience rating for PY18 was 93% and customers recommending us to others is 97%.
- They have been working on a service delivery redesign. They have added needed workshops and have reached out to the community to share what WSCB has to offer. We are working diligently to uncover the “best kept secret” in the Tri-Cities.
- They are working on cross-training seasoned as well as new staff.
- They are working to streamlining access.
- There were 9 staff members engaged in Business U.

PY19 Focus area:

- Team building
- Service redesign
- Resources
- Acknowledgement of the fact that we are only one partner in a whole web of partners.
- Continue building relationships with businesses.
- Aspire to be known as a connection point in the community with both businesses and job seekers.

Member Updates & Business Engagement: All

Todd shared some of the information in the provided packets. He encouraged all to look through the packet and become familiar with the information to be able to share with the community.

Members went around the table to share what is going on in their agencies.

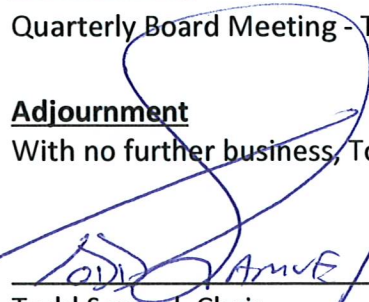
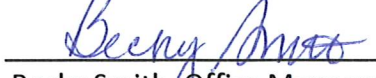
Other Business: None

Next Meeting

Quarterly Board Meeting - Tuesday November 5, 2019 at 4:00 p.m.

Adjournment

With no further business, Todd adjourned the meeting at 5:08 p.m.

 Todd Samuel, Chair 11/5/2019 Date  Becky Smith, Office Manager 11/5/19 Date

