



Benton-Franklin Workforce Development Council (BFWDC)
Adult & Employer Linkage (AEL) Committee
January 19th, 2023, 4:00 p.m. – Zoom.

Present	Excused	Absent	BFWDC Staff Present	Guests
Vice Chair, Adolfo de León	Kate McAteer		Becky Tuno	Israel Delamora
Chair, Todd Samuel	Michael Lee		Cyndelle Wood	Heather Woodruff
Jennie Weber			Cynthia Garcia	
Karl Dye			David Chavey-Reynaud	
			Isaac Estrada	
			Jessie Cardwell	
			Tiffany Alviso	

Call to Order

Adolfo de Leon started the meeting by welcoming everyone and called the meeting to order at 4:00 p.m.

Cyndelle Wood read the roll call while everyone responded. The meeting quorum was met. She asked guests and system partners to put their names and organization in the chat and thanked everyone for joining the meeting.

Motion to approve AEL Committee Meeting Minutes

The November 17th Adult & Employer Linkage Committee meeting minutes were provided for members to review.

Todd Samuel motioned to approve the November 17th, 2022, AEL Committee Minutes as presented, seconded by Jennie Weber; the motion was carried unanimously to approval.

Motion to Approve Policy 2023-02 Management of Medical & Disability-Related Information– Cynthia

Adolfo de Leon motioned to approve Policy 2023-02 Management of Medical & Disability-Related Information as presented, seconded by Todd Samuel; the motion was carried unanimously to approval.

Motion to Approve Policy 2023-01 Stevens Amendment Requirements – Isaac

Todd Samuel motioned to approve Policy 2023-01 Stevens Amendment Requirements as presented, seconded by Adolfo de Leon; the motion was carried unanimously to approval.

Motion to award the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023 – David

Board member Jennie Weber was recused from the motion.

Adolfo de Leon motioned to approve Policy 2023-01 Stevens Amendment Requirements as presented, seconded by Todd Samuel; the motion was carried unanimously to approval.

WIOA Adult and Dislocated Worker Update - Jessie

Jessie Cardwell provided an overview of the Adult and the Dislocated Worker programs. Jessie provided information on strategic partnerships to keep performance outcomes on track, including recruitment and outreach, covering program expenditures and targets. She encouraged all to read the Program Performance Summary for both the Adult and Dislocated Worker Program, included with the meeting materials.

Community Development Block Grant - Becky

Becky provided an overview of the December outreach efforts and the secured placement of a third position with Second Harvest and contract extensions for two participants with Pasco Community Services. Becky shared the to-

date community members impacted (64,002), which is 1.5 times the original program target of 40,000. Becky discussed the difficulty in finding placements locally to meet this program's targets as the funding for this grant is fiscally restricted and is strictly intended to pay for staffing at food Service sites.

Board Chair Todd Samuel asked if the CDBG grant would continue annually.

David Chavey-Reynaud clarified that this grant was specific to the pandemic and will not be renewed. Moreover, CDBG funds are available via several different pathways, and the BFWDC may seek additional funds in the future. With this grant, David shared that the Department of Commerce was incredibly fiscally restrictive with how the BFWDC could utilize these funds. An attempt was made to potentially restructure the grant to a non-food service program so that the BFWDC could receive the funds back – this was declined.

Together We Rise – Outreach to Historically Disadvantaged Communities – Isaac

Isaac provided an overview of December's OHDC cumulative program summary included with the meeting materials. Isaac covered outreach, including resource fairs and campaigns to reach more individuals and increase enrollments. Isaac shared the progress of the research piece of the grant, together with the research goals and community survey.

QUEST Update - Jessie

Jessie shared that the contract for QUEST was executed on January 4th, 2023, with the State. This grant has a heavy business component and wants to increase relationships with businesses and make connections to get quality jobs for the participants in this program. With this heavy business focus, the BFWDC has created a Business Engagement Manager position and conducted interviews last week to fill the position. A candidate was selected, and an offer was presented, which they accepted. This individual has an anticipated start date of February 1st.

Economic Security for All - Becky

Becky Tuno discussed the EcSA program performance summary included within the meeting packet covering program highlights and total employed exits for December 2022.

BFWDC Request for Proposal - David

David shared that on January 19th, the request for proposal (RFP) was released for the WIOA Youth, Dislocated Worker, and Adult grants. The Bidders Conference will commence on January 30th from 10:00 am – 11:30 am. For proposal information, including deadlines and full RFP details, David provided a link to www.bentonfranklinwdc.com/rfp. For clarification, this RFP will include Adult, Youth, and Dislocated Worker as all part of the same contract with a business services section outlined within. Because of how closely all three contracts work together, they decided that they'd like the bidder to apply for all three contracts. The RFP has been distributed to board members, community partners and placed on social media platforms; if you have any questions, please reach out to a BFWDC Team Member, and they'll be able to point you in the right direction.

Round Table/Agency Updates

Adolfo shared information on activity at the Community Service office. They are averaging providing service to 160-170 families per day. They have had to be creative in assisting families and work together as a team Eastern Washington-wide to provide assistance virtually and telephonically. They have positions open and are in need of social workers, public benefits specialists, and work-first program specialists – these positions are posted on www.careers.wa.gov.

Todd asked a clarifying question on services provided and the daily count of families and individuals served.

Adolfo reiterated that they are averaging 20 families/individuals per hour per day. Their primary services are food, medical, and cash assistance over their ten grants. Adolfo discussed the application process and federal poverty level as part of means testing.

Karl Dye shared the happenings of TriDec. They have been busy as the Inflation Reduction act and Bipartisan Infrastructure law have put many incentives around green energy, alternative energy, and carbon reduction. Karl shared that many people are interested in relocating to the Tri-Cities because of our strengths and the connection with the lab and workforce connected to nuclear cleanup and nuclear power and energy. They want to connect with youth and bring awareness to quality jobs connected to education and training opportunities.

Jessie communicated details on Chiawana High School's Career Day Speaker event on Monday, February 13th. They are looking for volunteers to help students navigate the road to fulfilling careers. They hope to include as many industries as possible. [Chiawana HS Career Day](#)

Israel Delamora shared that OIC continues to enroll and help customers. Their main training sectors continue to be CDL, Forklift, and an increase in Nursing Assistants. This quarter they have noticed more customers interested in Barbers/Nail Tech.

Next Meeting

- Adult & Employer Linkage Committee – Thursday, February 16th, at 4:00 p.m., on Zoom.
- Executive Committee - Tuesday, January 31st, at 3:15 p.m. on Zoom.
- Quarterly Board Meeting - Tuesday, January 31st, at 4:00 p.m. on Zoom.
- Board Retreat – Thursday, February 23rd, from 8:30 a.m. – 4:30 p.m. at the Richland Library.

Adjournment

With no further business, the meeting was adjourned at 4:57 p.m.

Respectfully submitted:

DocuSigned by:
Adolfo de Leon 3/7/2023
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Adolfo de León, Committee Chair Date

Cyndelle Howell 3/7/23
Cyndelle Howell, Admin. Assistant Date