

Benton-Franklin Workforce Development Council (BFWDC)

Quarterly Board Meeting

Tuesday, July 28, 2020

4:00 p.m. – Zoom

Present

Board Members

Adolfo de Leon
Alicia Perches
Bob Legard
Carol Moser
Dennis Williamson
Jamie Rasmussen
Jennie Weber
Jim Smith
Karl Dye
Lori Mattson
Mary Mills
Michael Bosse
Michael Lee
Richard Bogert
Todd Samuel

Ex-Officio

Clint Didier,
Commissioner

Excused

Board Members

Kate McAteer
Lynn Ramos-Braswell
Melanie Olson

Ex-Officio Members

Paul Randall

Absent

Board Members

Amanda Jones
Carlos Martinez
David Phongsang

Ex-Officio Members

James Beaver,
Commissioner

Staff

Tiffany Scott
Jan Warren
Cynthia Garcia
Diana Hamilton
Jamilet Nerell
Becky Smith

Guests

Ajsa Suljic, ESD
Andy Dwonch, CPS
Crystal Bright, OSO
Erin Williams, CPS
Heather Woodruff, CPS
Israel Delamora, OIC
Kayci Loftus, CPS
Rebecca Williamson, ESD

Call to Order

Todd Samuel called the meeting to order at 4:01 p.m. and welcomed everyone.

Consent Agenda:

Todd presented the items on the Consent Agenda.

- **Approval of Board Minutes**
To approve April 28, 2020, Quarterly Board Meeting Minutes as presented.
- **Finance Reports**
To adopt the BFWDC Finance Reports as submitted for the period ending May 2020.
- **Board Membership**
To approve Jamie Rasmussen of Department of Vocational Rehabilitation as a board member with a term through June 30, 2023.

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

BFWDC Annual Leave Adjustment – Tiffany Scott

Tiffany pointed to the memo provided in the meeting packet. She shared that with the COVID-19 Pandemic, the safety concern has caused many to postpone or cancel plans, including travel associated with vacations. Upon analysis, we have modified the Annual Leave Accrual Policy from a maximum of 300 hours to 450 hours temporarily. The mental, emotional, and physical health is of the utmost importance, and employees are encouraged to take annual leave at their convenience. This adjustment helps employees retain hours earned and not lose them at the time of their anniversary date.

BFWDC Update – Tiffany Scott

- The Employment Security Department (ESD) Monitoring Unit completed the compliance review of the BFWDC for PY19 in May. Monitoring was done 100% virtually and included a review of policies, single audit, monitoring of our sub-recipients, and other administrative and fiscal items. We received a management letter on July 22 that stated we have no findings. The final report is yet to come.
- The Memorandum of Understanding (MOU) has been fully executed between the members of the WorkSource Columbia Basin partnership. It goes from July 1, 2020, through June 30, 2023. The Infrastructure Funding Agreement (IFA) will be revised annually to accommodate for any operational cost adjustments as well as occupancy levels at the center.
- We have received the Notice of Funds Available (NFA) in the amount of \$589,613 for Disaster Recovery National Dislocated Worker Grant. We have also submitted the budget and statement of work for the Employment Recovery National Dislocated Worker Grant. We anticipate a contract routed for signature next week for a total of \$596,781. We have added \$1.18 million to our current budget by winning competitive procurements. Also, our annual Formula Allocation has increased by 18% this year. These resources will help us serve the community in the current COVID-19 crisis.
- Last week we submitted a United Way application bidding on \$40,000 for TC Futures to help support housing and additional assistance to 100 youth and young adults.
- CliftonLarsonAllen concluded their pre-audit on July 22 with their annual audit scheduled for the week of September 14.
- We have reached a milestone with Families Forward Washington (FFW), meeting our enrollment target of 56 for the entire grant. We plan to continue to enroll as funds are available.
- In late June, BFWDC Board Members attended a virtual conference hosted by the National Association of Workforce Boards (NAWB).
- Earlier in July, as Vice-Chairman of the Washington Workforce Association (WWA) and Board Member of the Washington Economic Development Association (WEDA), Tiffany attended the online Economic Recovery Resource Conference, where she had the opportunity to moderate a breakout session.
- Board Staff continues to serve on statewide workstreams, workgroups and task forces as subject matter experts in areas such as performance, physical facilities, business engagement, virtual service delivery, and inclusion. There is a large return on investment for the local area when board staff engages with other leaders across the statewide workforce system.
- We are looking forward to hiring our Programs Coordinator in August. We also look forward to taking the next steps to fill our COO position. The additional FTEs are welcome resources as plates are fuller now more than ever. As we pace through this coming year, the emphasis will be on adjusting to the added responsibilities and work that goes along with having a much larger budget. We want to do our best with this additional work, therefore should there be additional bidding, it will be with a very strategic review of the bandwidth before engagement.
- She thanked the board for reviewing and approving the sub-recipient contract motions over the past few weeks. This focus and dedication have helped to get resources out to our community quickly.

Carol thanked the staff for sending out the weekly statewide unemployment reports. She asked about the job losses in the Tri-Cities, and how quickly these people are being placed back into employment? Tiffany answered that, unfortunately, the availability for someone seeking employment on a statewide scale is 4 to 1. We want the messaging to our community to be that if you are unemployed and looking for work, we have competent practitioners that are available to our workforce system via TC Futures and WSCB to help individuals engage in re-entering the workforce. If an individual can't utilize WorkSource.WA, they can call our centers and receive a callback, usually within the hour.

Richard recognized the hard work that the Board Staff was doing and shared his thanks.

Strategic Plan Goal #1 – P-ROC Update – Adolfo de Leon

Adolfo shared that the purpose of the team is to increase the awareness of the services we provide and the resources we have available to increase engagement. He presented the draft Public Relations Plan that was provided in the packet. Todd asked board members to review the Plan and send any comments or questions to Becky.

Strategic Plan Goal #2 – Keys to Success Update – Mary Mills

Mary shared that the team has been working diligently. They have worked to identify a survey tool (Survey Monkey) to define where we can help the community the most. They have reviewed surveys from other organizations. They decided to focus on gaps that have resulted due to the COVID-19 Pandemic. They have developed a simple 6 question survey to be sent to local Hanford agencies as well as other businesses across our region. This is where our board members can help. We need to use our resources and connections to get additional information so that we have a richer pool of responses to look at when the survey is done. The next big push will be to get all of the information back from the surveys and work with our partners to see how we can bridge the gaps that the community indicates that we have. The survey link will be sent out to board members so they can forward the survey to their connections.

Teams #3 and #4 – Tiffany Scott

Tiffany recognized the hard work of teams 1 and 2. Goal teams 3 and 4 will be starting in October. Goal 3 will be focused on creating a means including infrastructure, process, and system to receive donations as well as identify potential donors. Group 4 will be focusing on developing strategic partnerships. A doodle poll will be sent out shortly to set a meeting time for each team in October. If you have not signed up for a team, please let us know which one you would like to participate in.

Member Updates & Business Engagement – All

Other Business:

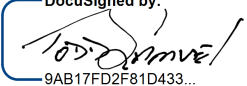
Todd pointed out the excellent information provided on the other reports that are in the meeting packet.

Next Meeting

Quarterly Board Meeting – Tuesday, October 27, 2020, at 4:00 p.m. at TBD

Adjournment

With no further business, Todd adjourned the meeting at 4:27 p.m.

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Date

Todd Samuel, Chair

Becky Smith, Office Manager