



Benton-Franklin Workforce Development Council (BFWDC)

Adult & Employer Linkage (AEL) Committee

February 17, 2022, at 8:30 a.m.

Zoom

<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>BFWDC Staff Present</u>
Adolfo de León-Chair	Jennie Weber	Lori Mattson	Tiffany Scott
Jim Smith	Jamie Rasmussen	Michael Lee	David Chavey-Reynaud
	Todd Samuel	Karl Dye	Diana Hamilton
			Jamilet Nerell
			Cynthia Garcia
			Jessie Cardwell
			 <u>Presenters</u>
			Crystal Bright

Call to Order

Adolfo started the meeting by welcoming everyone and called the meeting to order at 8:30 a.m. Jamilet read through the roll call while everyone responded. She asked guests to put their names and organization in the chat and thanked everyone for joining the meeting.

Approval of Committee Minutes

The Minutes of January 20, 2021, Adult & Employer Linkage Committee Meeting were provided for members to review.

Approval of the minutes was postponed until the next AEL Meeting on March 18, 2022, due to only having two board members in attendance.

BFWDC Highlights

Disaster and Employment Recovery Subrecipient Spending - Diana

Diana reviewed the subrecipient spending status for the disaster and employment recovery programs to show how our area is doing in expending these funds through December of 2021. In Disaster Recovery, Benton-Franklin received a total budget of \$589,613, and spent \$433,320, so as of December 2021 we are 100% of our quarterly target. Benton Franklin is highlighted in green which identifies areas that are considered low risk because they are 80% or above target. We have expended 73% of the total budget, and still have five months remaining to fully expend these funds. For Employment Recovery program, Benton-Franklin received a total of \$596,781, and through Dec 2021 we have spent \$408,631, which puts us at 84% of our target. Both of these grants have experienced challenges along the way due to the impacts of COVID, but our subrecipients have done a wonderful job of serving our community and are on track to expend these funds by May 31, 2022.

Alignment of WIOA Program Procurement Schedule - Diana

Diana shared that the WDC procures for all of our WIOA programs at the same time. In PY18, the WDC released an RFP (Request for Proposal) for the WIOA youth, adult, and dislocated worker programs. As you may recall, staff had to put out another RFP in PY19 for the Dislocated Worker program because the service provider at that time was not meeting performance outcomes and case management expectations. This means our programs are no longer on the same procurement schedule. Rather than putting out a Request for Information (RFI) in October to

determine service provider interest, as discussed during the June executive meeting, staff would like to propose to the board to procure all WIOA formula programs in February of 2023. This will get the WIOA formula programs on the same procurement schedule. As a reminder, there are no WIOA regulations that establish a timeframe for boards to procure WIOA contracts. This request was presented to the youth committee yesterday, and they are on board with our procurement schedule proposal. Diana stated that while we are not asking for a formal vote, we are asking if AEL committee members support our efforts to procure WIOA programs in Feb 2023 to get them on the same procurement schedule.

It was determined that members present supported the request, but not enough board members were in attendance to go forward. Diana will present this request at the next AEL Meeting and add the motion to extend WIOA program services provider an additional year to the agenda.

Adult, Dislocated Worker, Rapid Response, Disaster & Employment Annual Monitoring – Diana

WDC staff are preparing for our local annual monitoring. We conduct a comprehensive file review of eligibility, services, outcomes, support services, case notes, data element validation, and entries into the state management information system. Our best practice is to conduct quarterly monitoring reviews of our subrecipient and issue a CQI worksheet that identifies the areas of concern and questioned costs that need to be addressed. This quarter, we are reviewing a total of 16 participant files. There will be two in disaster recovery, one in employment recovery, six in adult, and seven in the dislocated worker programs. Once we've completed our review, we will issue the final annual monitoring report to our subrecipients and provide a monitoring summary to our board members.

Economic Security for All (EcSA) - Jamilet

Jamilet shared that the state will start their first week of monitoring on May 16th virtually; the second week, they will be on-site, and their third week will be virtual monitoring focusing on Data Element Validation. To prepare for that, the BFWDC is now conducting our local annual monitoring, which we do quarterly, but during the third quarter, we monitor the final set of files to complete the annual review. Once the results are issued to our subrecipients, they have 30 calendar days to respond. Next, we combine all of those responses and finalize them with an annual monitoring report that will be issued to our subrecipient and shared with the board.

The BFWDC staff will attend the monitoring tool review session held by the state monitoring team. WDC's across the state will have the opportunity to provide feedback on the monitoring tool that will be utilized in this year's monitoring. It is important for us to see what tools are being drafted for our monitoring. Jamilet shared that she will be discussing some of the tool's elements as she needs clarification to ensure we are in compliance; our subrecipient will also be allowed to provide feedback. The state is hoping to finalize this monitoring tool by the end of February and will be using that monitoring tool here at the BFWDC later in May.

Adolfo asked about EcSA performance from the Performance Summary and how it stacked up to other areas. Jamilet provided feedback by saying in some categories, we are similar to other areas, and in some categories, we are doing better in comparison to the 4 EcSA pilot programs.

Community Development Block Grant (CDBG) - Jamilet

The Community Development Block Grant (CDBG), is funded by the Washington Department of Commerce, has developed a monitoring tool that is now available to the WDCs. However, we are still waiting on our monitoring schedule; the BFWDC will more likely be notified in June or July. The monitoring will be conducted at the BFWDC level only; they may ask for supporting documentation regarding the tracking of expenditures and see the way that we conduct business administratively and programmatically. However, locally we are monitoring every month through the reviews of the monthly reporting submitted by our subrecipient. We follow the guidance

on tracking programmatic, administrative, and fiscal elements as guided by Commerce. This monitoring will not be a challenge for us; it will be a learning opportunity.

Jamilet also shared the great local outcomes of CDBG. Today, we have five placements out of 12. There are more coming our way in February in March. Outcomes for community members impacted are released quarterly, so you will not see a number there until April 2022. We are exceeding expectations to date.

Liaison Report – Diana

David shared details of the Liaison Report:

WorkSource Columbia Basin

- Job seekers and business services are up compared to last month.
- We are seeing UI traffic come into the center. We are up 90% in total staff-assisted job seekers, 351% in staff-assisted services to job seekers, and staff-assisted business services is up 7%.

TC Futures

- Total youth served is up 33% for the center; it is up 70% for the Out of School Youth program.

WIOA Programs

- We are at 98% of the total served monthly participant target and 87% employed monthly exit target.

David explained a new table on the report that a more accurate snapshot of what is happening locally. Unemployment is down to 4.2% in Benton County and 5.5% in Franklin County, which is lower than comparable times in 2021 and 2020. He shared that he had learned when working in economic development that 4% unemployment is an ideal rate for creating competition in the market and ensuring a healthy economy for the workforce and businesses.

WorkSource Columbia Basin (WSCB) Update – Crystal

Crystal shared some of the highlights from WorkSource, Columbia Basin (WSCB).

- She shared appreciation for the partnership with Employment Security Department and how they share Unemployment information with system partners.
- WSCB is revamping their workshops and outreach methods
- The Business Services Team is planning several hiring events; they are excited about a Hanford hiring even coming up in March. The team is working with the Department of Energy and other Hanford employers, Columbia Basin College, WSU Tri-Cities, Goodwill, and more.
- WSCB launched an eight-week challenge on Facebook to get more engagement from customers.

Other Business - All

Jamilet shared that next month there would be different data on the EcSA narrative to demonstrate the employed outcome deliverable better.

Cynthia Garcia shared that the Youth Committee approved the TC Futures expansion to suite A. The next steps are Executive Committee approval and signing of the lease. They are aiming for a March 1st move-in date.

Adolfo de Leon shared that the Department of Social and Health Services (DSHS) hopes to open its offices for full services starting February 28, 2022.

Next Meeting: The next Adult & Employer Linkage Committee meeting is scheduled for Thursday, February 17, 2022, at 8:30 a.m. on Zoom.

Adjournment

The meeting adjourned at 9:10 a.m.

Adolfo de León, Committee Chair Date

Jessie Cardwell, Programs Coordinator Date