



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

February 22, 2022

4:00 p.m.

Zoom

Executive Members

Commissioner McKay
Commissioner Didier
Dennis Williamson
Amanda Jones

Excused Absence

Todd Samuel
Adolfo de Leon

BFWDC Staff

Tiffany Scott
Jan Warren
David Chavey-Reynaud
Diana Hamilton
Jessie Cardwell
DeAnn Bock
Jamilet Nerell

Board Members

Jennie Weber

Excused Absence

Cynthia Garcia

Call to Order

Dennis Williamson called the meeting to order at 4:04 p.m. Dennis thanked all for attending the Executive Committee Meeting of the BFWDC.

Roll Call

Tiffany Scott reported excused absences and conducted a roll call of Board Members and BFWDC Staff.

Tiffany welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Dennis provided the minutes from January 25, 2022, Executive Committee Meeting for members to review.

Will McKay moved to approve January 25, 2022, Executive Committee Meeting Minutes as presented, seconded by Amanda Jones. Motion carried.

Financial Reports as of 12/31/21

Jan Warren presented the BFWDC December 31, 2021, Financial Reports. She highlighted pertinent activities for members. The balance sheet for the corporate entity account, there is not much change from the previous month. The interest has been posted for the two interest-bearing accounts, which have increased. The accrued vacation payable has been updated to reflect the second quarter adjustment. The pending transfer under the liability section is the amount of the second quarter adjustment. The revenue and expenditure statement for the corporate entity account reflects the year-to-date income solely from interest. The expenditures are expenses that federal funds cannot pay.

In the BFWDC main account balance sheet, you will see the AR transfer from corporate entity; the actual transfer takes place in January. The other receivables are for the block grant, which is defined on its line, then the December portions of ESD grants. The revenue and expenditure report for the main account, we are at the halfway point in the program year. You would expect the percent of expenditures to be at 50%. Overall, that is pretty much the case. Although, some expenses are primarily paid at the beginning of the year, like the liability insurance. The professional services include the audit in the first quarter of the program year—dues and fees, with WWA being the most significant fee that we pay for our dues. For the travel line item, the higher expenses will come in the second quarter of the year because BFWDC staff participate in annual conferences.

The balance sheet for the WorkSource account shows not much change from the month prior. The IFA credit, because of the reconciliation, to actuals from the last program year will continue to decrease until it is thoroughly utilized. The revenue and expenditure statement, the most significant expense, is the facilities rent and maintenance is on budget. Some of the trimmer line items have been impacted due to the facility previously being closed.

Approval for BFWDC CEO to Authorize the Expansion of Tri-Cities (TC) Futures to include Suite A and Sign Lease Agreement

Tiffany Scott reviewed the request summarized by a memorandum in the Executive Board meeting packet. Since July 2019, TC Futures has grown in customers and staff. TC Futures houses 12 Out of School Youth (OSY) and Open Doors staff. On average, TC Futures serves 300 customers per month. Due to the rapid growth and increased need for services to youth and young adults in our community, TC Futures has explored the square-foot expansion of the facility. The additional real estate space will be used for current and future staff to have one-on-one appointments in a private environment, workshops, management and operations meetings, further GED testing, and many other needs. The TC Futures Director has worked diligently with ESD123 to support this expansion. The square footage of suite A is 2,502. It is a triple net lease with a cost of \$4,332. The BFWDC will not be contributing financially as the agreement with our fiscal agent and partner, ESD123, is already \$5,000 per month for Program Year 2021.

Amanda Jones moved to approve authorization for BFWDC, CEO Tiffany Scott to sign the TC Futures, Suite A Lease Agreement, seconded by Will McKay. Motion carried.

CEO Updates

Tiffany Scott shared that the Outreach to Historically Disadvantaged Communities Contract has been fully executed with the Department of Commerce for \$500,000. Service Delivery related to the scope of work has a start date of March 1, 2022; however, administratively, the BFWDC can begin charging the fund source now. One of the first items to develop is the job description for the new full-time BFWDC staff member who will be working on the "Together We Rise" project.

During the February BFWDC Committee Meetings (Youth Committee & Adult and Employer Linkage), members discussed the BFWDC staff strategy to align all Workforce Innovation and Opportunity Act (WIOA) Title 1 programs procurement schedule by releasing a Request for Proposal (RFP) in February of 2023 for Program Year (PY) starting July 1, 2023. Administratively this approach streamlines lean resources and effective use of board members' time as they will be the individuals participating on the committee that reviews/approve the bids.

Tiffany communicated that the BFWDC Op-Ed piece ran in the Sunday edition (February 20, 2022) of the Tri-City Herald. The article focused on additional state legislature investments for the local public workforce system via a flexible statewide Workforce Innovation Fund.

Highlighted within was also the impact that resources have on job seekers and businesses with challenges and just how effective Workforce Development Councils (WDCs) serve our communities. Tiffany has a meeting scheduled with 8th Legislative District Representative Boehnke to discuss further the ask for support.

Tiffany pointed to a draft letter contained within the board packet. The Washington Workforce Association (WWA) will send correspondence to the National Association of Workforce Boards (NAWB) regarding the proposed Wagner-Peyser Rule Change, RIN No. 1205-AC02. Discussion ensued that it is important for the Department of Labor not to bring back silos. The role of Employment Security merit staff is crucial for the success of American Job Centers. However, they are part of an integrated, collaborative system that requires all partners to be part of the service delivery efforts.

Liaison Report Presentation

David shared details of the Liaison Report. WorkSource Columbia Basin, job seekers, and business services are up compared to last month. We see Unemployment Insurance (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 the entire youth served is up 33% for the center; it is up 70% for the Out of School Youth program. WIOA programs 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, 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.

BFWDC Donation Page Status

David Chavey-Reynaud pulled up the BFWDC website. He reviewed a page he created for donation purposes. The technology has been stood up, but the process has not been finalized as the BFWDC has a few additional items to clarify with PayPal before a hard launch. David wanted Executive Board Members to have a sneak peek with the entire board getting a demonstration at the next quarterly board meeting. The idea for the development of donation functionality at the BFWDC was a specific goal set by the board at their last board retreat.

Executive Member Round Table

Dennis Williamson debriefed members on his meeting with the new TC Futures Director, Melanie Olson. Overall, he is impressed with what is happening at the Youth and Young Adult Center and is looking forward to what is in store as Melanie has a strong vision.

Tiffany Scott recognized those involved with the BFWDC National Dislocated Worker Grants (NDWG) as our fund source. The State of Washington Employment Security Department had recognized our area as leading expenditures and performance compared to other WDCs across the state.

