



Benton Franklin Workforce Development Council (BFWDC)
Executive Committee Minutes
November 30, 2021
4:00 p.m.
Zoom

Present

Commissioner McKay
Todd Samuel
Adolfo de Leon
Dennis Williamson
Amanda Jones

Excused Absence

Commissioner Didier

BFWDC Staff

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

Board Member

Jennie Weber

Call to Order

Todd Samuel called the meeting to order at 4:02 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC and expressed his appreciation for everyone taking time out of their busy schedules.

Roll Call

Tiffany Scott presented a land tribute acknowledging the traditional, ancestral territories of the Cayuse, Walla Walla, Umatilla, and Palouse 1st Nations.

Tiffany reported excused absences and conducted a roll call of the Benton-Franklin County Commissioners, BFWDC Executive Members, Board Members, and BFWDC Staff.

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

Minutes

Todd Samuel provided the minutes from the October 26, 2021, Executive Committee Meeting for members to review.

Amanda Jones moved to approve October 26, 2021, Executive Committee Meeting Minutes as presented, seconded by Dennis Williamson. Motion carried.

Due to the business demands of an executive board member, the cadence of the agenda items shifted.

BFWDC Telecommuting Guidelines and Agreement

Tiffany Scott presented an overview of the documents. She stressed that BFWDC staff had had great success when working from their home offices. The telecommuting guidelines and agreement capture the expectations of working virtually. The goal is to be fair and equitable to all BFWDC staff, allowing up to two business days per week to telework. Currently, Tiffany is beta testing a one-day-per-week telework option with the team. Overall, during the past quarter, this work option has gone well.

Upon board approval, each BFWDC staff will complete an agreement for review and authorization of BFWDC Leadership. The agreement will be revisited at each staff appraisal meeting.

Tiffany communicated her appreciation to DeAnn Bock and David Chavey-Reynaud for their research and drafts of these materials.

Tiffany asked for a motion as it is necessary to present to the entire board at the quarterly board and share with Pay plus benefits when modifying our employee handbook.

Dennis Williamson moved to approve the BFWDC Telecommuting Guidelines and Agreement as presented, seconded by Adolfo de Leon. Motion carried.

BFWDC PY21 Sub-Recipient Monitoring Plan and Schedule

Cynthia Garcia presented the monitoring plan and schedule to members. She articulated a comprehensive summary of the contracts the BFWDC staff monitor annually. She referenced one date, "To Be Determined," from the document as the Department of Commerce has not yet communicated when they will be conducting monitoring of the Community Development Block Grant (CDBG). Cynthia thanked attendees for their support of allocating over 6 million dollars in employment and training resources to the community.

Cynthia shared that the agenda item needed a formal motion.

Will McKay moved to approve the BFWDC PY21 Sub-Recipient Monitoring Plan and Schedule as presented, seconded by Amanda Jones. Motion carried.

Finance Reports as of 9/30/21

Jan Warren presented financial reports for the period ending 9/30/21. The corporate entity balance sheet had little change with the prior month's account receivable (AR) line adjusting vacation from the main account. There was some interest. The corporate entity income statement had little activity.

Jan communicated that the balance sheet for the main account reflected A-19 activity for the Community Development Block Grant (CDBG). The AR is from a prior pending payment as these are processed once a month. The BFWDC main account income statement shows that we are behind some, with the target being 25%. The audit payment was significant; however, anticipated expenditures for IT and Pay plus will be consistent for the rest of the year.

The balance sheet for the WorkSource partnership captures consistent activity. The income statement for the partnership will see an increase with services such as shredding and floormat cleaning due to staff returning to the physical facility.

When asked by Todd Samuel if there were any financial concerns, Jan responded no. However, there are a few additional, necessary technology costs this year versus last (two laptops/server).

BFWDC Diversification of Funding Plan and Procedure

Tiffany Scott shared the diversification of funding plan and procedure with members. The guidance will help BFWDC staff strategically plan the number of new funding opportunities to pursue on an annual basis. In addition, the criteria are outlined so that the grant-writing phase into onboarding new staff is allowable. BFWDC Leadership will report the intentional growth development with the board.

BFWDC Video

Tiffany Scott commented that the video David Chavey-Reynaud was preparing to show was for outreach purposes and came to fruition due to BFWDC Washington Workforce Association (WWA) membership. The company that filed and produced the segment did not charge the BFWDC.

David played the video for meeting attendees. The feedback was positive. David articulated the next steps with the posting on our website and other media avenues and sharing at the quarterly board meeting in January. The idea is that our community, region, state, and future fund sources will get a feel for our services and what we are about as an agency.

October 2021 Liaison Report

David shared we have seen small shifts at the WorkSource Center. We have lost some numbers in our month over month for total staff-assisted job seekers and the unique number of businesses served, but we are doing better than last year and the year before.

Previous TC futures reports had a total number for youth who attained GEDs, and that has been changed to entire out-of-school youth who achieved GEDs, to hone in specifically on the Out of School Youth (OSY) program providing that service. David praised our case management programs.

We are sitting at 99.8% for total participants served, 447, out of the monthly-to-date target of 448. We were just at 74% of our monthly-to-date target compared to last year. We are at 87% of our monthly-to-date target for total employed exits, which is excellent, compared to 60% the year before, and in 2019, before the pandemic, we were at 49% at the same time this year.

We will not see numbers in the CDBG program for a while. Those should be coming on in the next couple of months, especially as Disaster Recovery positions are winding down, and some of those participants will be transferred to the CDBG program.

Our unemployment rate is sitting low. This month, we are at 3.7% for Benton County and 4.2% for Franklin County, a whole percentage point down from the previous month and an entire percentage point from pre-pandemic levels. There has not been much of a shift for COVID-19 job recovery.

All industries that were severely affected by the pandemic have recovered. David will stop using the COVID-19 job recovery as a measure against pre-pandemic levels because of how the job market is contracting. In the industries that are being affected, it is no longer an accurate representation of our actual COVID-19 recovery. David pulled the number of businesses in Benton and Franklin counties from quarter one of 2020, which was pre-pandemic to compare to quarter one of 2021. We are up 33 companies in our MSA but still down in employment. More businesses are beginning to open. As a result, we have a net positive number of companies open, but we are still at a net loss of positions being served. That figure will continue to develop, almost a year behind. It is not the most up-to-date information.

Chief Executive Officer Updates

Tiffany Scott reported that the Washington Workforce Association (WWA) is developing a one-pager and white paper to present to the state legislature in the next session. The materials center around the recommendation for a strategic investment of \$50 million in Workforce Innovation Funding to empower local solutions with flexible funding. The resources would be used for employer-driven solutions putting Washingtonians into jobs in high-demand sectors, supporting pre-apprenticeships, apprenticeships, critical, evidence-based earn and learn models, and increasing and intentionally focusing on Black, Indigenous, Latinx, AAPI, and other people of color.

Executive Member Round Table

Todd Samuel asked members their thoughts on canceling the December Executive Committee Meeting based on staff communication of a light agenda and the cancelation of 8 December meetings over the last decade. Executive members voiced that they support the cancelation and will reconvene in 2022.

Next Meeting

Executive Committee Meeting – Tuesday, January 25, 2022, at 3:15 p.m. – Zoom

Quarterly Full Board Meeting – Tuesday, January 25, 2022, at 4:00 p.m. – Zoom

Adjournment

The meeting of the Executive Committee adjourned at 5:00 p.m.

Respectfully Submitted


Todd Samuel, Board Chair

1/26/2022
Date


Tiffany Scott, CEO

1/26/22
Date