



Benton Franklin Workforce Development Council

Executive Committee Minutes

June 29, 2021

4:00 p.m.

Zoom

Present

Todd Samuel
Adolfo de Leon
Amanda Jones
Dennis Williamson

Commissioner Didier
Commissioner McKay

Excused

Melanie Olson

Absent

BFWDC Staff

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

Guests

Amanda Fisher, LNI
Crystal Bright, WSO

Call to Order - Todd

Todd Samuel called the meeting to order at 4:00 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests responded. Todd reviewed the Mission and Vision Statements and thanked everyone for their service.

Minutes – Todd

Becky provided the minutes from the May 25, 2021, Executive Committee Meeting for members to review.

Will McKay moved to approve May 25, 2021, Executive Committee Meeting Minutes as presented, seconded by Adolfo de León. Motion carried.

Finance Reports – Jan

Jan provided printed Finance Reports through April 2021. She noted that these reports show that we are at 83% of the program year.

- **Corporate Entity (CE):** The only change is that the Accrued Vacation has been deposited into the Money Market account.
- **Main BFWDC Account:** There is very little change from the prior month. With two months left, we are running behind on a few line items. The salary/benefits are running a little higher due to the accrued vacation. COVID limited the ability for employees to take vacation time in PY20. This issue should stabilize over the next year as people take vacation time.
- **WorkSource Columbia Basin (WSCB):** This report shows routine facility expenses. There are some costs associated with re-opening the center that are scheduled to come out. The supplies and dues/fees lines will remain low.

Todd asked if there were any concerns about our finances at this time. Jan answered that there are no concerns at this time. Commissioner McKay asked about the 78% expenses in the main account. Jan answered that this is a little below normal. We kept up with the building expenses and routine maintenance. Supplies were not purchased at the normal level due to staff working at home. He asked about the interest on the main account. Jan shared that we don't budget for interest.

Monitoring Summary – Diana/Jamilet/Cynthia

Jamilet shared that the BFWDC conducts quarterly monitoring reviews of our subrecipient's work. We identify program files to ensure compliance with all aspects, including programmatic and financial.

Five program files for Families Forward Washinton (FFW) were monitored. There were no questioned costs or findings identified.

Fifteen program files were identified and monitored for the Economic Security for All (EcSA) program. There were no questioned costs or findings identified.

Cynthia shared that she monitored 14 youth program files focusing on all elements of program services. These elements include eligibility, program enrollments, 14 Program Elements, outcomes, program completions, individual service strategies, case notes, and all the documentation uploaded to the management information system. There were no findings or disallowed costs. One questioned cost was identified; however, after review of documentation provided, it was determined allowable.

Cynthia shared that there were several noted practices identified. During PY20, they identified the most best practices than any other time due to all of the outreach efforts during the pandemic. Overall it was a very successful local monitoring. She recognized Career Path Services (CPS) for all the hard work that they do.

Todd expressed his appreciation for the fact that best practices are listed on the report.

Cynthia shared that the State monitoring team conducted a comprehensive review of the Youth Program. They reviewed 10 Out-of-School Youth (OSY) files. They determined that the BFWDC and Workforce Innovation and Opportunities Act (WIOA) service provider complied with the requirements of WIOA as well as other state and local requirements. There were no findings, questioned costs, or disallowed costs identified. They also identified three noted practices. Our local quarterly monitoring continues to be recognized as a best practice.

Jamilet shared that the BFWDC should receive the State Monitoring Report next week. Once received, this letter will be shared with the board.

Diana shared that the state did a partial review for eligibility and support services for the other WIOA programs. They reviewed 10 Adult and 10 Dislocated Worker files. There were no findings or disallowed costs identified. They did identify our Continuous Quality Improvement (CQI) monitoring model as a noted practice. This process allows us to identify issues and provide the needed technical assistance. They were very impressed with the detailed eligibility case notes documented by our subrecipient explaining why the participant was enrolled and the planned services. The biggest compliment to our subrecipient was that the monitors said that the case notes written by new staff were just as good as the case notes written by seasoned staff.

She also shared the results of the local monitoring review of CPS and the Benton Franklin Workforce Consortium. They reviewed participant files to ensure compliance with eligibility, program enrollment, services entries, outcomes, support services, case notes, and data integrity. There were no findings identified in all programs. One disallowed cost in the Dislocated Worker program was a rental voucher issued for \$500, but the actual rent payment was \$428. The service provider repaid the difference out of non-WIOA funds. She highlighted the noted practices that the subrecipients implemented during COVID that helped increase customer access and training for newly hired staff and refresher training for seasoned staff. The quality of service provided by both of our service providers is very impressive.

Todd asked if CPS would change the procedure in the future regarding the disallowed cost. Diana shared that training was provided to staff, and we don't expect to see this again.

Tiffany acknowledged the work of our program managers and program coordinator for the work they do in monitoring. Quarterly monitoring is a heavy lift. This CQI model was established about 15 years ago. We are one of only a few areas across the state that conducts quarterly monitoring. This way, we are investing in real-time to alleviate any errors in a file to be corrected. This allows the whole team to learn and can proceed accordingly. Mistakes are caught as well and won't continue throughout the year. We never know when the state or the feds are going to monitor us. The state was here in January and will be back in October for the PY21 monitoring. The concept of our program managers being in the files, providing technical assistance to the subrecipients in real-time positions us for success no matter when a review takes place. A monthly review of invoicing takes place as well.

Community Development Block Grant (CDBG) Contract Award – Jamilet

Jamilet shared that the BFWDC has been awarded by the Department of Commerce the Community Development Block Grant to help with food delivery services that help low to moderate-income families and neighborhoods. This is one of the first opportunities to diversify our funding sources. The CDBG will help with the impact of food insecurity caused by COVID. The Adult & Employer Linkage Committee (AEL) recommends sole sourcing this contract as explained in the provided memo. We have chosen CPS to be the subrecipient of the CDBG. The AEL Committee also recommends approving this motion for \$448,718 from July 1, 2021, through January 2023. Once approved, this motion will move to the Full Board for approval.

**Adolfo de León moved to approve the award of the CDBG contract to Career Path Services for \$448,718 from July 1, 2021, through January 31, 2023, seconded by Will McKay.
Motion carried.**

Todd shared that he was excited about this as it aligns with our board's goal to diversify funds.

Acceptable Use Policy 2015-62 –David

David shared that the Acceptable Use Policy was started due to our application to use the Employment Security Department's (ESD) unemployment flat-file information. As a part of our data sharing agreement, we had to go through an independent review of our security policies. We already had sections in our employee handbook that covered a lot of what is in this policy. This policy is a lot more in-depth, has gone through rigorous edits, and was reviewed by our IT contractor, Pay Plus Benefits, and BFWDC staff. This policy sets guidelines around network usage, email, how long to hold on to correspondence, and remote access.

Amanda Jones asked about clicking links within an email in section 4.2.4. Todd suggested adding a section to include not to click on links within an email.

Tiffany shared that Elevate, our IT Company, did a secret shopper to ping staff to see if staff would open links, and no one did. David shared that there is an abundant amount of trust in the BFWDC team. This was written as a response to fulfilling the requirements of the data-sharing agreement and is a smart move to protect ourselves.

David will add a line to section 4.2.4 regarding clicking on links and send out the edited version for review and approval by e-vote.

Todd asked about the overview section. He shared that it would be better to start with the "Purpose." David shared that the original template had a lot of "big brother" language. We wanted to set the tone and establish the document's purpose and why we were moving forward with it. Tiffany shared that we have a cadence when writing policies to include an overview. The intent and the narrative within would have the same meaning with or without the "overview." Staff will review and make the recommendation.

CEO Update- Tiffany

Tiffany shared that ESD has identified their next commissioner, Cami Feek. She was the interim commissioner. A letter from the Washington Workforce Association was provided in the packet sharing that they are happy to see this appointment as we come into the pandemic's recovery mode. Phil Castle has been appointed as Deputy Commissioner. She reminded the board that Phil was a facilitator at the last BFWDC Board Retreat.

Tiffany shared that we are hours away from concluding PY20. Our PY21 grants have been submitted to ESD. This allows our services to continue in a timely manner. There is a quarter one cap at the directive of the federal government. With the carry-in money, we anticipate there won't be as tight of a cap, and we anticipate services to be rendered in a very smooth way.

We've had some extreme challenges in PY20. We have a strong team and a strong workforce system. We look forward to opening our doors to the public on July 1.

There is much activity going on around additional funding sources. Tiffany shared that they are mindful of what we will need to recover in the community and make the Tri-cities as strong as ever.

Todd shared that he is very excited about the doors being opened and resuming more normal services.

Liaison Report – David

David reviewed the provided Liaison report. Our numbers will continue to look better as time goes on and recovery continues. He shared that the FFW will be removed from the Liaison Report, and the CDBG will be added. He reported that there is a slight increase in the unemployment rate. We see a strong swing in Covid-19 job recovery with more people looking for jobs. Almost all industries show at least a minimal improvement.

Todd asked Crystal if the doors of WorkSource Columbia Basin were ready to be re-opened. Crystal shared that they are excited. There has been much activity around getting ready. They have been working to develop a plan for bringing staff back. Staff orientations have been taking place. Several new employees have never worked in the office. They will be returning in waves and are feeling good about it. They are opening slowly by appointment only.

Roundtable - Members were allowed time to share what is happening in their venues of work. Cynthia Garcia informed the board members that work is taking place to make changes to the TC Futures report in the future. They will be presenting the new version to the Youth Committee.

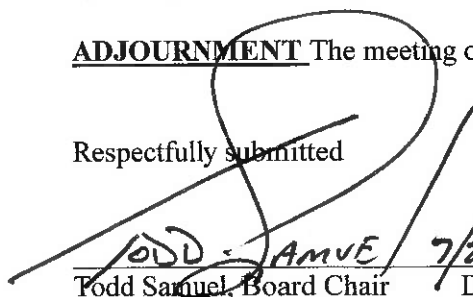
Other Business – None

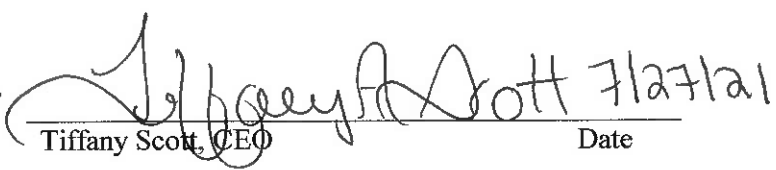
NEXT MEETING

Executive Committee Meeting – Tuesday, July 27, 2021, at 3:15 p.m. – TBD
Quarterly Board Meeting – Tuesday, July 27, 2021, at 4:00 p.m. – TBD

ADJOURNMENT The meeting of the Executive Committee adjourned at 5:03 p.m.

Respectfully submitted


Todd Samuel, Board Chair Date 7/28/2021


Tiffany Scott, CEO Date 7/27/21