



Adult & Employer Linkage (AEL) Committee Meeting

February 16, 2023, at 4:00 p.m. – Zoom

Please note – This meeting is being recorded for record-keeping and quality assurance purposes.

Promoting a prosperous community by providing a progressive workforce system

AGENDA

1. Call to Order – Adolfo de León
2. Welcome & Roll Call – Cyndelle
3. Motion to Approve Adult & Employer Linkage Minutes- January 19th, 2023 (Needs a vote)
4. Motion to Approve the contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, utilizing sole-source procurement, Effective February 1, 2023. – Becky (Needs a vote)
5. Motion to Approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement. – Becky (Needs a vote)
6. Motion to award the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023. – Becky (Needs a vote)
7. Motion to Approve reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9, 2023 – Becky (Needs a vote)
8. Introduce New BFWDC Team Member, Carya Bair - David
9. WIOA Adult and Dislocated Worker Updates –Jessie
10. Community Development Block Grant – Becky
11. Together We Rise – Outreach to Historically Disadvantaged Communities – Isaac
12. QUEST Update - Jessie & Carya
13. Economic Security for All – Becky
14. WorkSource Columbia Basin (WSCB) Update - Crystal
15. BFWDC Request for Proposal Updates- David
16. Agency Updates – Business Updates, Challenges, Successes, and Upcoming Events.
 - DVR – Jessica Rusch
 - Career Path Services – Heather Woodruff
 - WSU Tri-Cities – Kate McAteer
 - CBC - Michael Lee
17. Next Meeting
 - Board Retreat – Thursday, February 23, 2023, from 8:30 a.m. – 4:30 p.m. Richland Library
 - Adult & Employer Linkage Committee - Thursday, March 16th, 2023, at 4:00 p.m. on Zoom
 - Quarterly Board - Tuesday, April 25, at 4:00 p.m. on Zoom
18. Adjournment
19. Attachments
 - Adult & Employer Linkage Minutes: January 19, 2023
 - January 2023 Program Performance Summaries

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

- January 2023 TC Futures Report
- Memo – Sole-Source Procurement OHDC CPS Contract
- Memo – Sole-Source Procurement OHDC ESD BFETContract
- Memo – EcSA Round 2 CPS Contract Increase
- Memo – CDBG Hunger Relief CPS Contract Reduction

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

The Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 71



Benton-Franklin Workforce Development Council (BFWDC)
 Adult & Employer Linkage (AEL) Committee
 January 19th, 2023, 4:00 p.m. – Zoom.

Present	Excused	Absent	BFWDC Staff Present	Guests
Vice Chair, Adolfo de León Chair, Todd Samuel Jennie Weber Karl Dye	Kate McAteer Michael Lee		Becky Tuno Cyndelle Wood Cynthia Garcia David Chavey-Reynaud Isaac Estrada Jessie Cardwell Tiffany Alviso	Israel Delamora Heather Woodruff

Call to Order

Adolfo de Leon started the meeting by welcoming everyone and called the meeting to order at 4:00 p.m.

Cyndelle Wood read the roll call while everyone responded. The meeting quorum was met. She asked guests and system partners to put their names and organization in the chat and thanked everyone for joining the meeting.

Motion to approve AEL Committee Meeting Minutes

The November 17th Adult & Employer Linkage Committee meeting minutes were provided for members to review.

Todd Samuel motioned to approve the November 17th, 2022, AEL Committee Minutes as presented, seconded by Jennie Weber; the motion was carried unanimously to approval.

Motion to Approve Policy 2023-02 Management of Medical & Disability-Related Information– Cynthia

Adolfo de Leon motioned to approve Policy 2023-02 Management of Medical & Disability-Related Information as presented, seconded by Todd Samuel; the motion was carried unanimously to approval.

Motion to Approve Policy 2023-01 Stevens Amendment Requirements – Isaac

Todd Samuel motioned to approve Policy 2023-01 Stevens Amendment Requirements as presented, seconded by Adolfo de Leon; the motion was carried unanimously to approval.

Motion to award the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, Effective January 1, 2023 – David

Board member Jennie Weber was recused from the motion.

Adolfo de Leon motioned to approve Policy 2023-01 Stevens Amendment Requirements as presented, seconded by Todd Samuel; the motion was carried unanimously to approval.

WIOA Adult and Dislocated Worker Update - Jessie

Jessie Cardwell provided an overview of the Adult and the Dislocated Worker programs. Jessie provided information on strategic partnerships to keep performance outcomes on track, including recruitment and outreach, covering program expenditures and targets. She encouraged all to read the Program Performance Summary for both the Adult and Dislocated Worker Program, included with the meeting materials.

Community Development Block Grant - Becky

Becky provided an overview of the December outreach efforts and the secured placement of a third position with Second Harvest and contract extensions for two participants with Pasco Community Services. Becky shared the to-

date community members impacted (64,002), which is 1.5 times the original program target of 40,000. Becky discussed the difficulty in finding placements locally to meet this program's targets as the funding for this grant is fiscally restricted and is strictly intended to pay for staffing at food Service sites.

Board Chair Todd Samuel asked if the CDBG grant would continue annually.

David Chavey-Reynaud clarified that this grant was specific to the pandemic and will not be renewed. Moreover, CBDG funds are available via several different pathways, and the BFWDC may seek additional funds in the future. With this grant, David shared that the Department of Commerce was incredibly fiscally restrictive with how the BFWDC could utilize these funds. An attempt was made to potentially restructure the grant to a non-food service program so that the BFWDC could receive the funds back – this was declined.

Together We Rise – Outreach to Historically Disadvantaged Communities – Isaac

Isaac provided an overview of December's OHDC cumulative program summary included with the meeting materials. Isaac covered outreach, including resource fairs and campaigns to reach more individuals and increase enrollments. Isaac shared the progress of the research piece of the grant, together with the research goals and community survey.

QUEST Update - Jessie

Jessie shared that the contract for QUEST was executed on January 4th, 2023, with the State. This grant has a heavy business component and wants to increase relationships with businesses and make connections to get quality jobs for the participants in this program. With this heavy business focus, the BFWDC has created a Business Engagement Manager position and conducted interviews last week to fill the position. A candidate was selected, and an offer was presented, which they accepted. This individual has an anticipated start date of February 1st.

Economic Security for All - Becky

Becky Tuno discussed the EcSA program performance summary included within the meeting packet covering program highlights and total employed exits for December 2022.

BFWDC Request for Proposal - David

David shared that on January 19th, the request for proposal (RFP) was released for the WIOA Youth, Dislocated Worker, and Adult grants. The Bidders Conference will commence on January 30th from 10:00 am – 11:30 am. For proposal information, including deadlines and full RFP details, David provided a link to www.bentonfranklinwdc.com/rfp. For clarification, this RFP will include Adult, Youth, and Dislocated Worker as all part of the same contract with a business services section outlined within. Because of how closely all three contracts work together, they decided that they'd like the bidder to apply for all three contracts. The RFP has been distributed to board members, community partners and placed on social media platforms; if you have any questions, please reach out to a BFWDC Team Member, and they'll be able to point you in the right direction.

Round Table/Agency Updates

Adolfo shared information on activity at the Community Service office. They are averaging providing service to 160-170 families per day. They have had to be creative in assisting families and work together as a team Eastern Washington-wide to provide assistance virtually and telephonically. They have positions open and are in need of social workers, public benefits specialists, and work-first program specialists – these positions are posted on www.careers.wa.gov.

Todd asked a clarifying question on services provided and the daily count of families and individuals served.

Adolfo reiterated that they are averaging 20 families/individuals per hour per day. Their primary services are food, medical, and cash assistance over their ten grants. Adolfo discussed the application process and federal poverty level as part of means testing.

Karl Dye shared the happenings of TriDec. They have been busy as the Inflation Reduction act and Bipartisan Infrastructure law have put many incentives around green energy, alternative energy, and carbon reduction. Karl shared that many people are interested in relocating to the Tri-Cities because of our strengths and the connection with the lab and workforce connected to nuclear cleanup and nuclear power and energy. They want to connect with youth and bring awareness to quality jobs connected to education and training opportunities.

Jessie communicated details on Chiawana High School’s Career Day Speaker event on Monday, February 13th. They are looking for volunteers to help students navigate the road to fulfilling careers. They hope to include as many industries as possible. [Chiawana HS Career Day](#)

Israel Delamora shared that OIC continues to enroll and help customers. Their main training sectors continue to be CDL, Forklift, and an increase in Nursing Assistants. This quarter they have noticed more customers interested in Barbers/Nail Tech.

Next Meeting

- Adult & Employer Linkage Committee – Thursday, February 16th, at 4:00 p.m., on Zoom.
- Executive Committee - Tuesday, January 31st, at 3:15 p.m. on Zoom.
- Quarterly Board Meeting - Tuesday, January 31st, at 4:00 p.m. on Zoom.
- Board Retreat – Thursday, February 23rd, from 8:30 a.m. – 4:30 p.m. at the Richland Library.

Adjournment

With no further business, the meeting was adjourned at 4:57 p.m.

Respectfully submitted:

Adolfo de León, Committee Chair Date

Cyndelle Howell, Admin. Assistant Date

January 2023

PY22 Adult Program Performance Summary (Cumulative) (Total contract amount \$568,307)			
Program Expenditures	YTD Spent	YTD Target	% Target Spent
As of December 31, 2022	\$329,194	\$284,153	116%
Enrollments	Actual Outcomes	Monthly to Date Target	Annual Target
Total Served	181	118	162
Exits			
Total Employed Exits	43	40	96
Placement Rate	69%	85%	85%
Median Wage	\$20.25	\$18.00	\$18.00
Training Services			
Individual Training Account (ITA)	22	21	34
On-the-Job Training (OJT)	0	0	2
Work Experience (WEX)	0	0	1

The strategies below were implemented to keep performance outcomes on track.

Strategic Partnerships:

- Staff met with Marshall Pickett, the Program Coordinator for the Superior Court Adult Drug Court Program to discuss partnership and how WIOA Title IB programs can help those in Drug Court reacclimate to society. The next step is to establish a referral process.

Recruitment and Outreach:

- Referrals from Front End Services have increased because there has been an uptick in traffic to WorkSource Columbia Basin (WSCB) of customers coming in for one-on-one appointments.
- Partner referrals from Basic Food Employment and Training (BFET), Disabled Veterans' Program (DVOP), and Opportunities Industrialization Center (OIC) have increased as the need to leverage funding and provide wrap-around services is increasing.
- The Workforce Education Center (WEC) Funding Committee has led to 21 referrals since this partnership began.
- The public library in Pasco partnership started slow, but the consistent effort has made our presence known. Most recently, a participant was enrolled in a program at the library.

Placement rate: This will increase as more participants obtain unsubsidized employment.

Individual Training Account (ITA): There are twelve (12) ITAs scheduled to complete in January 2022-June 2023.

- 1 Phlebotomy
- 1 Beginning Welding
- 8 Com. Driver License (CDL)
- 1 Cert. Nurs. Asst. (CNA)
- 1 Quickbooks

January 2023

PY22 Dislocated Worker Program Performance Summary (Cumulative) (Total contract amount \$756,763)			
Program Expenditures	YTD Spent	YTD Target	% Target Spent
As of December 31, 2022	\$400,369	\$379,882	105%
Enrollments	Actual Outcomes	Monthly to Date Target	Annual Target
Total Served	114	119	177
Exits			
Total Employed Exits	31	50	124
Placement Rate	89%	85%	85%
Median Wage	\$22.50	\$22.00	\$22.00
Training Services			
Individual Training Account (ITA)	12	23	37
On-the-Job Training (OJT)	0	1	3
Entrepreneurial Training	0	0	1

The strategies below were implemented to get performance outcomes on track.

Strategic Partnerships:

- Staff met with Marshall Pickett, the Program Coordinator for the Superior Court Adult Drug Court Program to discuss partnership and how WIOA Title IB programs can help those in Drug Court reacclimate to society. The next step is to establish a referral process.

Recruitment and Outreach:

- Referrals from Front End Services have increased because there has been an uptick in traffic to WorkSource Columbia Basin (WSCB) of customers coming in for one-on-one appointments.
- Partner referrals from BFET, DVOP, and OIC have increased as the need to leverage funding and provide wrap-around services is increasing.
- The Workforce Education Center Funding Committee has led to 21 referrals since this partnership began.
- The public library in Pasco partnership started slow, but the consistent effort has made our presence known. Most recently, a participant was enrolled in the program at the library.

Individual Training Account (ITA): There are twelve (12) ITAs scheduled to complete in December 2022-May 2023.

- 1 Phlebotomy
- 1 CompTIA Security
- 8 Com. Driver License (CDL)
- 1 Human Resource Prof.
- 1 Administrative Technician

January 2023

State and Federal EcSA Program Performance Summary (Cumulative from April 2022 - June 2023)			
Program Expenditures	Program Budget Total	Year to Date Spent	% Spent
Federal EcSA	\$298,753	\$134,663.10	54.9%
State EcSA	\$371,204	\$282,210.29	76%
Eligible Participants Enrolled	Actual Outcomes	Monthly to Date Target	Program Target
Federal EcSA	147	130	150
State EcSA	64	34	55
Co-Enrolled	24	n/a	n/a
Training Placements at/above income self-sufficiency calculator goal	Actual Outcomes	Monthly to Date Target	Program Target
Federal EcSA	49	36	40
State EcSA	28	15	24
Co-Enrolled	0	n/a	n/a
Exits at or above income self-sufficiency calculator goal	Actual Outcomes	Monthly to Date Target	Program Target
Federal EcSA	45	65	95
<i>Employed Exits Below Threshold</i>	10	n/a	n/a
State EcSA	19	21	35
<i>Employed Exits Below Threshold</i>	0	n/a	n/a
Co-enrolled	9	n/a	n/a
<i>Employed Exits Below Threshold</i>	0	n/a	n/a

Program Highlights:

- **Challenges:** EcSA customers tend to need program services for much longer than the average job seeker due to barriers such as lack of access to childcare, limited English Proficiency, lack of GED/HS diploma, and other gaps in basic needs. This continues to delay achievement of employed exits as staff actively try to engage and serve this high barrier population.
- **Outreach/Partnership Efforts:** Program operator staff continue to meet with the Columbia Basin College Workforce Education Center Funding Committee twice a week to address customer's needs and requests. This has led to three referrals in January and 21 in total since this collaboration began. Additionally, relationship building work with the Pasco Public Library continues to flourish as staff are on-site every other week. This has led to numerous conversations with potential clients that have developed into on-site enrollments and pre-screened referrals as well as many conversations with community members interested in services for themselves or someone they know. Due to these successes, staff is also looking to develop a monthly resume class that would be provided on-site. Staff are working with the VP of the Financial Aid for Charter College to develop a working relationship to potentially provide on-site informational services. A partnership with the Construction Industry Training Council (CITC) of Washington began to develop in January. The CITC of WA is a state-licensed, vocational trade school for the construction industry offering training throughout the State. The local Pasco location offers eleven apprenticeship trades.

Total Employed Exits:

- Employed exit outcomes are currently behind target as customers are working through training courses and have not yet entered into employment. Currently, there are 9 customers participating in training services in Federal and State EcSA. Outcomes will be reported in future months.

January 2023

PY22 CDBG Program Performance Summary (Cumulative from July 1st, 2021 – June 30th, 2023)			
Program Expenditures	Program Budget	Year to Date Spent	% Spent
As of September 30, 2022	\$448,718	\$179,878.14	40.1%
Placement at Sites	Actual Outcomes	Monthly to Date Target	Program Target
Participants	8	12	12
Low-to-Medium (LMI) Individuals	Quarterly Outcomes		Program Target
Community Members Impacted	85,553		40,000

Outreach & Program Efforts:

- Program leadership reached out to the following businesses to inquire about possibly becoming host sites: Jubilee Ministry, Restoration Community Impact, Church of the Nazarene, Harvest Outreach, and Day Spring Ministries.
- In January 2023, this program also assisted one participant from Pasco Community Service in obtaining appropriate work clothing. This support service helped the client overcome a barrier.

Community Members Impacted:

- The total cumulative community members served to date is **85,553** which is **over 2 times** the original program target of 40,000. This number is updated on a quarterly basis with the next update occurring during March’s reporting period.

January 2023

PY22 OHDC Program Performance Summary (Cumulative from March 1st, 2022 – June 30th, 2023)					
	Actual	Sept. Goal	Dec. Goal	March Goal	OHDC Overall Goal
Persons reached	4,762	N/A	N/A	N/A	N/A
Referrals	616	150	300	750	1100

OHDC Outreach

- OHDC Supported and sponsored a Providence Health Fair. The health fair reached 150+ monolingual Spanish speakers. There was childcare provided as well as food, resources and information for attendees regarding services and programs they may qualify for. Vaccines were also available for attendees.
- Live DSB radio campaign through April is being broadcasted through Stephens Media Group. The advertisement is providing information about how to get connected to vocational rehabilitation services.



OHDC Research

Community Survey: To support the findings from the focus groups, a community survey with questions regarding key findings was released in the week of January 16 to validate and form conclusions based on preliminary data from our focus groups. A **minimum** of 150 qualified responses with a goal of 20% of responses from each identified target population. The survey is anticipated to end in the second week of February. It has been boosted through community groups, and social media channels. The format of the survey is offered in both English and Spanish and for accessibility, a QR code and link was also provided.

Research Goals:

- Find the most optimal forms of communication and messaging to use for reaching underserved populations in Benton and Franklin counties.
- How people are finding local resources.
- Identify barriers and challenges for underserved populations when it comes to finding, accessing, and receiving assistance.
- Overall, finding the best ways to create access through outreach.

JANUARY 2023

Monthly Data-January 2023

Total program (OSY/Open Door) enrollments: (OD+OSY)-Co-enrolled=449 (including carry-ins)
GED month-to-date: 6
GED YTD: 39
Co-enrollment month-to-day: 7
Co-enrollment YTD (Includes carry over): 45

Summary

The 6-month HAPO financial literacy workshop series concluded in January. We served 35 unique customers through these courses. HAPO will host the series again this year.

We continue our partnership with Soroptimist of Three Rivers (S3R) philanthropy group. A TC Futures customer was nominated for their "Live Your Dreams Scholarship", a \$2500.00 cash award given to a young woman who is head of household and seeking post-secondary education or training. Announced in January, Olga Preciado, who completed her Dental Assistant training through the OSY Program was selected as the 2022 awardee.

Student Learning

Independent Living Skills Workshops are offered twice weekly. Topics and lesson plans are provided by the Consumer Financial Protection Agency. These workshops see an average of 5 customers per session.

Continuous Improvement

Several customers have been identified who need only the math test to complete before obtaining their GED. A focus has been placed on engaging these students in group or individual tutoring.

Qualified Case Management and Instruction

Alessandro Ibarra began training in January. Gabby will step in half-time to support Open Doors during Mitzy's maternity leave.

Data-driven

We continue to search for a tool to assist with electronically managing a check-in system. The challenge is finding a means to gather data while remaining in compliance with federal regulations around privacy.

Moving Forward

Work is beginning on the WSAC Challenge Grant. The TC Futures partnership is working on developing a response to upcoming Career Connected Learning grant funds. ESD 123 is working out details to begin serving Finley School District through Open Doors.

For more information, please contact TC Futures Director, Melanie Olson by calling 509-537-1706 or emailing molson@esd123.org.

MEMORANDUM

DATE: February 7, 2023
TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board
FROM: Becky Tuno, Community Programs Manager
SUBJECT: Motion to Approve contract for Outreach to Historically Disadvantaged Communities (OHDC) funds to Subrecipient Contractor, Career Path Services, in the amount of \$133,000, Effective February 1, 2023, utilizing sole-source procurement.

Background: The Outreach to Historically Disadvantaged Communities grant is provided solely for “community organizations that serve historically disadvantaged populations to conduct outreach and assist community members in applying for state and federal assistance programs, including but not limited to those administered by the departments of social and health services; Commerce; and children, youth, and families”. The BFWDC was awarded \$530,000 of OHDC funds in March of 2022, which was reduced to \$454,000 in September of 2022 due to State budget constraints.

CPS has proposed utilizing a portion of funds to provide support for a total of 3.25 FTE of direct staff, with 1.5 FTE committed to outreach event planning and execution, and 1.75 FTE committed to front-end services at WorkSource Columbia Basin and TC Futures sites. Additionally, funds will support outreach event planning and execution in partnership with community-based organizations (CBOs). CPS will work in close partnership with the WorkSource Columbia Basin outreach committee and TC Futures, CPS’ Community Engagement team will cultivate partnerships with local CBOs that already serve these community groups across Benton and Franklin counties to more effectively and impactfully engage members of each respective community.

BFWDC staff recommends contracting with Career Path Services in the amount of \$133,000 to execute these activities beginning February 1st, 2023, through June 30, 2023, via sole-source procurement based on the following:

1. The original program activities listed in the BFWDC’s grant application outlined extensive research and planning required to program these funds. On December 21, 2022, the WA State Department of Commerce gave direction to have all unspent funds programmed for the remainder of the grant term by 1/25/23 or risk funding recapture. This situation created a quick turnaround time on allocating OHDC funds to avoid loss of funding.
2. CPS proposed these activities to the BFWDC and solicited interest from the One-Stop Operator partnership organizations on 1/12/23. They submitted a proposal for funds through our existing outreach request form process for requesting funds from this grant.
3. CPS has continued to develop new outreach strategies throughout the program year for their workforce programs in order to pilot alternative ways to reach underserved populations as well as utilize a human-centered approach to engage with program participants in assisting them in attaining their goals. Their efforts to assist participants and improve services have been highlighted in the Program Performance Summaries reviewed by the committee each month.
4. CPS has demonstrated success in working with workforce service grants reflected by their successful outcomes in the Youth, Adult, Dislocated Worker, and Economic Security for All programs as demonstrated by the monthly performance reported during advisory committee meetings.
5. The State Monitors reviewed the Youth, Adult, and Dislocated Worker program files during their PY21 Annual Monitoring visit and determined there were no disallowed costs or findings.
6. WA State Department of Commerce has pre-approved the proposed activities included in this contract.

MEMORANDUM

DATE: January 24, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to award the EcSA Round 2 Subrecipient Contractor, Career Path Services, an additional \$53,381, bringing the total contract amount to \$293,753, effective January 1, 2023.

Background: The Economic Security for All (EcSA) program was designed for building and testing locally developed approaches for streamlining access to existing services and benefits, helping more low-income families move out of poverty. With a goal of replicating and expanding successful approaches, the EcSA program is funded by the Workforce Innovation and Opportunity Act (WIOA) statewide activities funds.

Due to excellent performance with our EcSA Program, exceeding all other WDAs (126% of performance targets/20% greater than the 2nd highest performing area), the BFWDC has been awarded an additional \$62,000.81 of Federal EcSA dollars to support our local EcSA program. A total of \$53,381 will be utilized to support direct client training, support service needs, and staffing/CPS overhead. The remaining amount is retained by the BFWDC to cover internal costs related to program & fiscal oversight.

BFWDC staff recommends increasing Career Path Services' PY 21 Federal EcSA contract, amount not to exceed \$53,381 beginning January 1, 2023, to be expended by June 30, 2023.

MEMORANDUM

DATE: February 14, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to Approve Reducing the CDBG Hunger Relief contract with Subrecipient Contractor, Career Path Services, by \$84,887 for a revised contract total of \$363,831, Effective February 9, 2023.

Background: On July 1, 2021, the BFWDC was awarded \$510,000 from the Washington State Department of Commerce under their Community Development Block Grant (CDBG) Coronavirus Hunger Relief program to support “local food bank and nutrition program employee placement, wages, and training in areas facing elevated food insecurity; and to prevent, prepare for, and respond to coronavirus.”

During the BFWDC’s subrecipient monitoring of the CDBG Hunger Relief contract, conducted in late 2022, it was determined that spending performance was an area of concern. As a result, CPS determined that a total of \$84,887 would be left unspent by the end of the contract term of June 30, 2023. This program experienced significant challenges getting additional food bank host sites and thus employee placements despite efforts by both CPS and BFWDC staff efforts.

BFWDC staff recommend reducing Career Path Services’ CDBG Hunger Relief contract, by \$84,887 for a revised contract total of \$363,831, effective February 9, 2023.

MEMORANDUM

DATE: February 7, 2023

TO: Benton - Franklin Workforce Development Council (BFWDC) Full Board

FROM: Becky Tuno, Community Programs Manager

SUBJECT: Motion to Approve the Employment Security Department (ESD) Outreach to Historically Disadvantaged Communities (OHDC) contract for SNAP Basic Food, Education & Training (BFET) Program in the amount of \$20,000 utilizing sole-source procurement.

Background: The Outreach to Historically Disadvantaged Communities grant is provided solely for “community organizations that serve historically disadvantaged populations to conduct outreach and assist community members in applying for state and federal assistance programs, including but not limited to those administered by the departments of social and health services; Commerce; and children, youth, and families”. The BFWDC was awarded \$530,000 of OHDC funds in March of 2022, which was reduced to \$454,000 in September of 2022 due to State budget constraints.

These OHDC funds will enable our local SNAP BFET program to provide enough resources in support services to enroll a minimum of 15 additional new customers, with approximately \$1,300 in support services each. ESD will provide job search training, supervised job search assistance, case management services, life skills classes, and job retention services through existing resources.

BFWDC staff recommend contracting with ESD in the amount of \$20,000 to execute these activities through June 30, 2023, via sole-source procurement based on the following:

1. The original program activities listed in the BFWDC’s grant application outlined extensive research and planning required to program these funds. On December 21, 2022, the WA State Department of Commerce gave direction to have all unspent funds programmed for the remainder of the grant term by 1/25/23 or risk funding recapture. This situation created a quick turnaround time on allocating OHDC funds to avoid loss of funding.
2. ESD proposed these activities to the BFWDC through our existing outreach request form process for requesting funds from this grant.
3. ESD is a central partner in local one-stop operator activities and workforce development service delivery.
4. WA State Department of Commerce has pre-approved the proposed activities included in this contract.