



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

November 29th, 2022, 4:00 p.m. Zoom

Local Elected Officials

Commissioner Didier

Excused

Commissioner McKay

BFWDC Staff

Tiffany Alviso

Jan Warren

David Chavey-Reynaud

Jessie Cardwell

DeAnn Bock

Cynthia Garcia

BFWDC Staff Excused

Becky Tuno

Cyndelle Wood

Isaac Estrada

Executive Members

Todd Samuel

Adolfo de Leon

Amanda Jones

Lynn Ramos – Braswell

Absent

Jennie Weber

Dennis Williamson

Call to Order & Welcome

Todd Samuel called the meeting to order at 4:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Tiffany Alviso conducted a roll call of Board members and staff to the board – a quorum was present.

Tiffany welcomed guests, presenters, and system partners, asking that they communicate their names and organization using the Zoom chat feature.

Minutes

October 25th, 2022, Executive Committee meeting minutes were presented for a motion to approve.

Adolfo de Leon motioned to approve the October Executive Committee meeting minutes, and Lynn Ramos-Braswell seconded; the motion carried unanimously to approval.

Financial Reports September 2022 – Jan Warren, CFO

Jan Warren reviewed the BFWDC financial reports with members, which were included in the meeting packet.

Corporate: Jan highlighted the balance sheet and the statement of revenues and expenditures from 7/1/22 through 9/30/22 for the corporate entity account. There are a couple of quarterly updates that are included in this statement - the interest that's posted to the certificate of deposit, which is a quarterly transaction. The other is the adjustment for the accrued vacation balance. The pending transfer in the liability section reflects the reduction in the accrued vacation balance for the first quarter. The funds are transferred into the main account in October to offset the wages and benefits expenses effective 9/30/22.

Main WDC: The balance sheet and the statement of revenues and expenditures from 7/1/22 through 9/30/22 for the main WDC account were reviewed. Jan discussed the vacation adjustment and the CDBG receivable, typically for two months of invoices, as the processing time for the CDBG grant is significantly longer than the others. Jan summarized the receivable grants, including ESD, WIOA formula, and EcSA. Jan shared that sub-recipient spending is on target with projections, salaries, and the associated benefits. Jan overviewed the professional services, contracts, and upcoming billing cycles reflected next month. Jan clarified the TC Futures routine monthly expenses, including purchases, accommodations, and other

facility needs. She splits this extra expense quarterly as it is unknown when the funds will be spent. Jan will be making an adjustment to the formula so that the supplies line item doesn't distort the BFWDC supply budget.

WSCB: Lastly, Jan discussed the WSCB Partnership and the statement of revenues and expenditures from 7/1/22 through 9/30/22. The AR balance reflects IFA payments received after the first of the month, including the IFA adjustment. There is very little change in activity on the balance sheet. The revenue and expenditure statement includes the routine rent, the quarterly pest control, and the HVAC service; this is a time of year when they expect few variances in those expenses. Equipment and software are aligned; one expense that should have been planned for is the renewal of the skills assessment software. The WDC stopped getting the usage bills during the pandemic and was not notified that the company had changed its billing structure to include different tiers of service, which included a certain number of uses per tier level. It was determined that this was a valuable service used at the WorkSource facility. There was a one-time purchase to get current with the billing and purchased a tier level that was appropriate to cover a more realistic figure for what WSCB's usage was going to be.

BFWDC CEO Report – Tiffany Alviso, CEO

- **WIT Project Status**
Tiffany overviewed the WIT Project Status slide deck included in the meeting materials. Bidding has ended to replace the current information management system used by the Washington State workforce system partners and staff. After several workshops for platform demonstration, an entity called Cloud synapse will be working with a sub-recipient, launchpad, to implement a Salesforce system. Tiffany shared that this does position them as a state to be on track to implement a tangible system that will be able to report accurate data. On behalf of job seekers and employers that their statewide system is serving, it will also be much more user-friendly than the current system. Tiffany discussed the WIT steering committee, its progress, and its functions.
- **EcSA Expansion Decision Package**
Workforce impact is the idea that was brought forth under a \$50 million investment ask from the State. The state workforce board did not support that. However, it was encouraged to parcel out and embedded into the EcSA expansion. Embedded within, there is \$30 million for workforce impact. That package has hit the governor's desk, and they're hoping that by mid-December, they will be able to have the approval that this asset will be part of the governor's budget moving forward. Tiffany shared that she and her peers are getting the word out that it's important that workforce impact is funded through this request. Tiffany recently presented on November 15th to the Tri-City Regional Chamber and addressed the legislative committee putting together the emphasis of what our local community is focused on in this specific dialogue in reaching out to the state legislatures.
- **BFWDC Staffing Update**
Being awarded the QUEST national dislocated worker grant, as recorded in previous meetings, has allowed the WDC to create an FTE at the Benton Franklin Workforce Development Council to focus on the employer piece of their work from a leadership perspective. In the following weeks, they plan to fine-tune a job description and release it for a business engagement manager position at the BFWDC. This will be the first time they've had an FTE at the BFWDC to focus on employers in over a decade. They will be ensuring it crosswalks to the deliverables of that specific grant, as well as embedded in it will be a few other items that they want to get off individuals' plates to make this more of a cohesive, centric strategic, individual entity or individual that is

doing this work for them. Once the position is posted, it will be routed to the board members as well to share.

- BFWDC Board Retreat February 23, 2023
The "Save the Date" has been disseminated by Cyndelle. If it's not on your calendar, please let Cyndelle or Tiffany know they'll resend it. Tiffany reiterated that it is a real-life commitment, and they'll physically be at the Richland library. They will be able to spend the day together reflecting on the accomplishments of their recent past but strategically planning for the future. This retreat is in line with the accomplishments of their three-year strategic goals, as well as the embarking on the work for strategic planning for the state workforce board that will commence within the year following the retreat.
- December Executive Committee Meeting:
December 27th meeting is canceled, and the committee will resume in 2023. If there are action items needed addressing, Tiffany will reach out to members should something come to fruition that needs attention.

Liaison Report Presentation – David Chavey-Reynaud, COO

David covered the Liaison report included in the meeting packet. David asked members to review the information and to reach out if there were any questions.

Round Table

Amanda Jones asked if there was an update on the hiring activities of Dairy Gold, Costco, or Amazon.

David shared that all three projects are moving forward and are on schedule as far as they know. However, with the recent Amazon hiring freeze, as well as some current economic concerns, they are aware that the plans can potentially shift or change but are keeping an ear to the ground.

Tiffany Alviso encouraged members to view the meeting attachments as the reports included have valuable information.

Next Meeting

Executive Committee Meeting – Tuesday, January 31st, 2023, at 3:15 p.m. on ZOOM
Quarterly Board Meeting – Tuesday, January 31st, 2023, at 4:00 p.m. on ZOOM

Adjournment


With no further business to discuss, the meeting of the Executive Committee adjourned at 4:45 p.m.

Respectfully Submitted:

DocuSigned by:

 Todd Samuel, Board Chair
 Date

2/2/2023


 Cyndelle Wood, Administrative Assistant
 Date

2/2/23