



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

June 28, 2022

4:00 p.m.

Zoom

Executive Members

Commissioner McKay
Commissioner Didier
Todd Samuel
Adolfo de Leon
Dennis Williamson
Amanda Jones

Excused Absence

N/A

BFWDC Staff

Tiffany Alviso
Jan Warren
David Chavey
Cynthia Garcia
Diana Hamilton
Jessie Cardwell
DeAnn Bock
Isaac Estrada

Board Member

Jennie Weber

Call to Order

Todd Samuel called the meeting to order at 4:00 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC.

Roll Call

Tiffany Alviso conducted a roll call of Board Members. Tiffany welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Todd Samuel provided the minutes from May 31, 2022, Executive Committee Meeting for members to review.

Will McKay moved to approve May 31, 2022, Executive Committee Meeting Minutes as presented, seconded by Dennis Williamson. Motion carried.

Financial Reports as of 4/30/2022

Jan Warren shared the cooperate entity balance sheet. There have been no significant changes from last month. The CD interest and vacation accrual adjustment occur quarterly. The only difference is the small monthly interest added to the money market account. The statement of interest and expenditures reflects the recorded interest. The rest of the report has stayed the same.

Jan shared the balance sheet for the BFWDC main account. The cash account reflects a negative balance. The accounts receivable line shows the outstanding balance for each fund source. What has caused this negative amount is the processing time for the Community Development Block Grant funded by the Department of Commerce. This has created a bit of a challenge for our cash flow. We need to address this by moving some additional funds from the

corporate entity to the main account to cover that gap because the time we accrue the expenses and when we get the reimbursement is lagging. This change will show up on the due to and from line and be on the year-end statement. After the adjustment is made, we will be fine. The revenue and expenditure statement for the BFWDC shows that we are at 80% expended. Jan is comfortable with these numbers. We are in the final quarter of the program year and just paid some invoices for significant expenses that will appear on the May and June reports. One was an HVAC repair, another a new server. On the sub-recipient line item, our service providers are doing excellent work in utilizing their awards. They are lining up well with the spending targets established at the beginning of the year.

Jan presented the balance sheet for WorkSource Columbia Basin. There is an IFA credit that has been fully utilized. The revenue and expenditure statement shows the most considerable expense being the rent and facilities. There will be an increase due to HVAC issues in the WorkSource suite. There will also be a carpet cleaning expense posted soon. Once all the June expenses have been published, Jan will prepare the annual reconciliation for the partners. This is a recommendation from last year's audit.

BFWDC Bylaw Edits Discussion

Tiffany Alviso shared that the PY21 State Monitoring went very well. The official report will be disseminated in the months to come. In the official exit meeting, it was communicated that there would be no finding for the BFWDC. Congratulations to the team at the BFWDC, system partners, and sub-recipient contractors. There is fantastic work being conducted in our local area.

It is common for monitors to make recommendations for improvement upon reviewing documents. It has been recommended that we dive into our bylaws and make two changes. One to shift the authorizing forum of the hiring and firing of the CEO from the Executive Committee to The Full Board of Directors. The other is to elaborate on the definition of quorum as it relates to each committee of the BFWDC.

Edits will be made and presented to the Executive Committee for action in June and then placed on the Quarterly full board agenda for review and approval.

BFWDC Organizational Changes

Tiffany Alviso announced there have been and are still some life pivots for employees of the BFWDC. A new organization chart will be shared at the July board meeting to demonstrate the changes visually. The talent remains strong at the BFWDC.

Diana Hamilton will be leaving the BFWDC in early July for retirement. Staff and Board Members thanked Diana for her services and conveyed how much she will be missed. All the best with her future endeavors was the sentiment.

OSO RFP Conflict of Interest/Firewall

Tiffany Alviso communicated a gap identified by the state monitors that need to be filled. There was an unintentional oversight regarding the execution of two different forms in connection with the One-Stop Operator procurement and subsequent contract with the Benton-Franklin Workforce Consortium last spring. David Chavey is currently working on obtaining Conflict of Interests; then, he will get signatures on the firewall agreement.

CEO Updates

Tiffany Alviso thanked the Executive Board Members for their quick response in approving the electronic motions presented between convenings. These actions allowed BFWDC staff to meet the business need of getting grants and contracts moving and not delay authorization and funding. Motions included all three formula contracts (Adult, Youth, Dislocated Worker), One-Stop Operator, and Economic Security for All (State – Round 3).

Liaison Report Presentation

David Chavey shared details of the Liaison Report. The month-to-month numbers have gone up gradually across all areas for WorkSource Columbia Basin (WSCB). The Workforce Innovation and Opportunity Act (WIOA) Title 1B Programs are 96% of the monthly total served participant target and 73% employed monthly exit target. Unemployment for Benton County has held at 4.5%, and Franklin County is down 1.6 % to 5.8%. We are sitting pretty compared to previous years.

Executive Member Round Table

Due to time constraints, no round table items were presented this month.


Next Meeting

Executive Committee Meeting – Tuesday, July 26, 2022, at 3:15 p.m. – Zoom

Adjournment

The meeting of the Executive Committee adjourned at 5:01 p.m.

Respectfully Submitted:



Todd Samuel, Board Chair



Date



Tiffany Alviso, CEO



Date

