



**Benton-Franklin Workforce Development Council (BFWDC)
Youth Committee Minutes
February 16, 2022, at 3:30 pm – Zoom**

Present

Dennis Williamson
Alicia Perches
Lynn Ramos-Braswell

Excused

Bob Legard
Cinthia Alvarez

Absent

BFWDC Staff Present

Tiffany Scott
David Chavey-Reynaud
Diana Hamilton
Cynthia Garcia
Jamilet Nerell
Jessie Cardwell

Ex-Officio

Darryl Banks
Jamie Ohl
Paul Randall

Presenters

Melanie Olson, TC Futures

Call to Order

Dennis Williamson called the meeting to order at 3:31 pm. Members responded as Cynthia Garcia called roll.

Approval of Committee Minutes

The Minutes of November 17, 2021, Youth Committee Meeting were provided for members to review.

Alicia Perches moved to approve November 17, 2021, Youth Committee Minutes as presented, seconded by Darryl Banks. Motion carried.

Expansion of TC Futures Cynthia

Since July 2019, TC Futures has grown in terms of customers and staff. To date, TC Futures houses 12 Out of School Youth (OSY) and Open Doors staff. On average, TC Futures serves 300 customers per month. Due to the rapid growth and increased need for services to youth and young adults in our community, TC Futures has explored the square-foot expansion of the facility. The additional real estate space will be used for:

- Current and future staff to have one-on-one appointments in a private environment;
- Workshops; Management and operations meetings;
- Additional GED testing, among many other needs.

The TC Futures Director and BFWDC staff worked with Real Estate Firm, Everstar and found Suite A of the TC Futures Building was available (attached Floor Plan provided). The TC Futures Director has worked diligently with Educational Services District (ESD) 123 to support this expansion. Although the BFWDC will not be contributing financially, it is required that the BFWDC CEO signs the rental agreement before being presented to the ESD123 Board of Directors on February 24, 2022.

BFWDC staff are recommending to the Youth Committee to approve the Expansion of TC Futures and the signature of the Lease Agreement to coordinate with our existing lease with an expiration date of April 2025. This expansion will allow TC Futures to increase service delivery and partnerships.

Board members asked Cynthia the following questions:

- Is this the building next to TC Futures? Yes, just two doors away.
- Would they be using the same parking lot? Yes.
- Who is paying for this new facility? ESD123.

Lynn Ramos-Bradwell moved to approve the Signature of Lease Agreement for Suite A, seconded by Alicia Perches. Motion carried.

Benton-Franklin Workforce Development Council (BFWDC) Highlights

ESD Recognition Letter for Positive Performance- Cynthia

Cynthia directed attendees to look in their packets for the Employment Security Department (ESD) letter recognizing the positive performance outcomes during the Quarter ending September 30, 2021, for both WIOA Title I and discretionary contracts. Cynthia congratulated our subrecipient, Career Path Services, for having the state recognize their hard work and dedication in serving our customers, especially during these very challenging times.

Members congratulated CPS and suggested highlighting this information on social media. David indicated that it would be highlighted in future reports.

Out-of-School Youth Annual Monitoring- Cynthia

Our funding source, Employment Security Department, will start its program and fiscal monitoring the week of May 16. The first week will be virtual monitoring, the second week will be on-site, and the third week will be virtual monitoring of data validation elements.

We (BFWDC Staff) are now in the process of conducting our local annual monitoring. We conduct quarterly reviews, but during this Quarter, we review the final set of files to complete the annual review; we issue the results of our monitoring to our sub-recipient. They have 30 days to submit responses to us. We then complete the review of all responses, and then a final monitoring report is issued to our sub-recipient, the final results are presented to our board members.

Alignment of WIOA Program Procurement Schedule-Cynthia

The BFWDC released a Request for Proposal for the WIOA Youth, Adult, and Dislocated Worker (DW) programs in PY18. However, as some of you may recall, we had to put out another request for Proposal in PY19 for the DW program because the Service provider was not meeting program performance outcomes and case management expectations. Because of that, our WIOA contracts are not on the same procurement schedule. We want to propose to the Board to procure all WIOA formula programs in February of 2023 to get them back on the same procurement cycle rather than putting out a Request for Information in October 2022. It is important to mention that WIOA regulations do not establish timeframes for boards to procure contracts, but DOL prefers contract extension not to exceed seven years. This would be the 4th year extension request for Youth and Adult programs. We ask for your support to get all WIOA programs back on the same procurement schedule in February of 2023. Board members supported staff recommendations.

Liaison Report- David

David shared details of the Liaison Report:

- We have seen more UI traffic come into the center as we get into winter layoffs.
- We are in a seasonal dip on the employment side of things, which is historically typical, especially for the construction and agricultural industries.
- For TC Futures, you can see that we have increased figures across the Board in terms of year over year; we are also seeing huge bumps compared to last year total youth served is up 14% compared to 2021, January, the out of school youth program is up by a third 33% open doors is up 70%.
- The second page includes information about WorkSource and other Labor Market information. The information has been changed from prior months as ESD has stopped updating the certifications data since August, so the information was becoming a little redundant in these month-to-month reports.
- Our economic recovery has been quite strong; our unemployment rate is 4.2% in Benton County and 5.5% in Franklin County compared to last year; we were at 6.4% in Benton County and 7.4% in Franklin County.
- We still have LinkedIn learning licenses to distribute; these licenses give you access to the full LinkedIn learning library suite, which is 10s of thousands of videos that cover from soft skills to data management. We are making these licenses available to partners; if you are interested, let us know.

Member, Jamie Ohl, recommended partnering with Boys and Girls Club or Union Gospel Mission. Board Member Darryl Banks expressed interest in learning more about these licenses and will connect with David after the meeting.

TC Futures Updates- Melanie

Melanie directed attendees to the February TC Futures Report and provided the following details:

- Foot traffic, co-enrollments, and GED credential attainment appear to remain consistent. Traffic for the center has decreased due to transportation issues and weather conditions; however, remote services such as Zoom, phone calls, and texting keep customers engaged.
- The number of individuals that "did not test" is a combination of no-shows, equipment failure (only twice and quickly resolved), and payment issues. The numbers represent enrollees of both Open Doors and OSY. The high rate of passing versus non-passing scores is due to the high level of engagement by the center practitioners, who ensure participants are well prepared for testing.
- Melanie provided an overview of the customer profile and spoke about the great collaboration between OSY, Open Doors, and other community resources.
- TC Futures Mission statement has been presented to the Steering committee, and it was approved. Our new mission statement is: "*Transforming the futures of youth and young adults through inclusive access to equitable and holistic services.*" We wanted to make sure that we had a mission statement that we could use as a cornerstone for every decision we make in the future. It was important for us to address the entire person, not just work readiness or GED completion.
- ESD123 is currently working on a housing assistance proposal that has unrestricted funds that would allow us to pay for emergency housing, prevention of eviction. Homelessness has been evident in our customers.
- Melanie provided the following center updates:
 - Furniture has been ordered and is expected to be delivered by mid-January.
 - Acoustic panels have arrived and are scheduled to be mounted.

- Consultation with Brutzman's to configure cubicle to increase efficiency and free up the conference room.
- Job Corps will continue to co-locate three days a week pending a formal rental agreement.
- TC Futures Director and WDC Program Manager will reschedule the visit to Vancouver's Youth Center.
- The Hiring Process for new Open Doors Case Manager is underway.

Youth Board Membership- Cynthia

As Darryl Banks has informed us-he is retiring. On behalf of the BFWDC, Cynthia thanked Darryl Banks for his dedication and support in helping us improve the lives of youth in our community. Darryl served on our Youth Committee for over ten years, and he will be missed.

The BFWDC will take Darryl's recommendation and be connecting with David Wheeler to be part of this committee after April 1, 2022. David runs our Intervention Services Unit and oversees our Education, Employment Training program. David Wheeler indicated that he is excited and thankful to be part of this committee and continue with the partnerships.

Other Business

Melanie offered Suite A as an option to have our next Youth Committee meeting in person, depending on whether or not it is permitted.

Next Meetings

Youth Committee Meeting – Wednesday, May 18, 2022, at 3:30 pm on Zoom

Adjournment

With no further business, Darryl Banks moved to adjourn, seconded by Dennis Williamson. Motion carried. The meeting adjourned at 4:25 pm.

Respectfully submitted:

DocuSigned by:
Dennis Williamson 5/24/2022
F50C82CDA19A495...
Dennis Williamson, Youth Board Chair

DocuSigned by:
Cynthia Garcia 5/24/2022
2FCCE1D4106A4E8...
Cynthia N. Garcia, Youth Programs Manager