



**Benton – Franklin Workforce Development Council (BFWDC)  
QUARTERLY BOARD OF DIRECTOR’S MEETING  
Tuesday, January 25, 2022, 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*

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**AGENDA**

- I. Quarterly Board Meeting Call to Order and Welcome – Todd Samuel**
  - Excused Absences and Roll Call – Tiffany Scott
  - Public Comment – Todd Samuel
  
- II. Consent Agenda (Needs a Vote)**
  - **Approval of Board Minutes**  
To approve October 26, 2021, Quarterly Board Meeting Minutes as presented
  - **Finance Reports**  
To adopt the BFWDC Finance Reports as submitted for the period ending November 2021
  - **BFWDC Telecommuting Guidelines and Agreement**
  - **BFWDC PY21 WIOA Sub-Recipient Monitoring Plan and Schedule**
  - **BFWDC Staff Schedule Change and Hours of Operation**
  
- III. Chief Executive Officer Presentation – Tiffany Scott**
  
- IV. BFWDC Diversification of Funding Plan and Procedure – Tiffany Scott**
  
- V. WorkSource Columbia Basin Customer Spotlight – Crystal Bright (introduction)**
  
- VI. BFWDC Video – Tiffany Scott**
  
- VII. Attachment Highlights – Todd Samuel**
  
- VIII. Member Updates & Business Engagement – All Board and Ex-Officio Members**
  
- IX. Next Quarterly Board Meeting – Tuesday, April 27, 2022, at 4:00 p.m. on Zoom**
  
- X. Adjournment**

**Attachments:**

1. 2021.10.26. Quarterly Board Meeting Minutes
2. 2021.11.30 Finance Reports
3. 2021.11 BFWDC Telecommuting Guidelines and Agreement
4. 2021.11 BFWDC PY21 WIOA Sub-Recipient Monitoring Plan and Schedule
5. 2021.01.12 BFWDC Staff Schedule Change/Hours of Operation Memo
6. 2022.01 WWA One-Pager
7. 2022.01 WWA White Paper
8. 2021.12.30. Success Recognition from Olympia
9. 2021.11 BFWDC Diversification of Funding Plan and Procedure
10. 2021.12 Youth Committee Quarterly Report



11. 2021.12 EcSA, CDBG AEL Committee Quarterly Report
12. 2021.12 AD, DW, RR, NDWG AEL Committee Quarterly Report
13. 2021.12 Liaison Report
14. 2021.12 TC Futures Report
15. 2021.12 WorkSource Operator Monthly Report



**Benton-Franklin Workforce Development Council (BFWDC)  
Quarterly Board Meeting  
October 26, 2021  
4:00 p.m. – Zoom**

**Board - Present**

Commissioner Will McKay  
Todd Samuel  
Adolfo DeLeon  
Dennis Williamson  
Michael Lee  
Bob Legard  
Carlos Martinez  
Carol Moser  
Alicia Perches  
David Phongsas  
Jamie Rasmussen  
Jennie Weber  
Jim Smith  
Karl Dye  
Lori Mattson  
Lynn Ramos-Braswell

**Board - Excused**

Commissioner Clint Didier  
Richard Bogert  
Mary Mills  
Kate McAteer  
Michael Bosse

**Absent**

N/A

**BFWDC Staff**

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

**Excused BFWDC Staff**

Jamilet Nerell

**Guest Presenters**

Ajsa Suljic  
Crystal Bright  
Carya Bair  
Jennifer Easterly  
Melanie Olson

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**Call to Order**

Todd Samuel, Chair, called the meeting to order at 4:00 p.m.

Tiffany Scott presented a land tribute acknowledging the traditional, ancestral territories of the Cayuse, Walla Walla, Umatilla, and Palouse 1<sup>st</sup> Nations.

Tiffany Scott reported excused absences and conducted a roll call of the Benton-Franklin County Commissioners, BFWDC Board Members, and BFWDC Staff.

Tiffany Scott welcomed guests, who introduced themselves using the Zoom chat feature.

Todd Samuel also welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Todd Samuel asked if there was any public comment. There was none.

Todd Samuel referred members to the board packet filled with valuable information.

**Consent Agenda**

Todd Samuel asked members if they wanted any consent agenda items removed for individual consideration. The response was no.

- Approval of Board Minutes  
To approve July 27, 2021, Quarterly Board Meeting Minutes as presented

- Finance Reports  
To adopt the BFWDC Finance Reports as submitted for the period ending August 2021
- Local Policy #2021-01 Data Element Validation
- Local Policy #2021-02 Measurable Skills Gain

*Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Michael Lee, the second by Dennis Williamson, and carried to approval.*

### **BFWDC Officers Election**

The memo was presented listing the current officer positions with recommendations of those who agreed to serve. The election was opened for any volunteers to add their names. The slate of officers was listed as follows:

- **Board Chair** – Todd Samuel
- **Past Chair** – Vacant
- **Vice-Chair Representing the Adult and Employer Linkage Committee (AEL)** – Adolfo de Leon
- **Vice-Chair Representing the Youth Committee (YC)** – Dennis Williamson

Carol Moser moved to approve the slate of board officers as listed, seconded by Will McKay. Motion carried.

### **Chief Executive Officer Presentation**

Tiffany Scott presented a slide deck that covered the progress of the BFWDC. The following was highlighted.

- July 2019-June 2020 statistically comparison to July 2020-June 2021 regarding WorkSource Columbia Basin (WSCB) staff-assisted job seekers, staff assisted job seeker services, unique businesses served, and staff provided business services.
- July 2020-June 2021 data points regarding Tri-Cities (TC) Futures youth served, out of school youth served, open-door youth served, co-enrolled youth, GED attainment, out of school youth employed, or in post-secondary education.
- BFWDC Quarter 1 (July 1, 2021 – September 30, 2021) team accomplishment highlights.
- BFWDC Quarter 2 (October 1, 2021 – December 31, 2021) preview of team targets.
- Expressions of gratitude from the BFWDC staff to Benton-Franklin County Commissioners, Board Members, Ex-Officio Members, Workforce System Partners, Fund Sources, Contractors, Community Stakeholders, Business/Employers, Workers/Job Seekers.

### **Regional Labor Market Economist Presentation**

Ajsa Suljic, Regional Economist for the Employment Security Department (ESD), presented a slide deck that encompassed the state of our local economy and forecasts for a recovery in Benton and Franklin Counties. The following was highlighted.

- Washington state regional labor economist reporting areas.
- Seasonally adjusted Unemployment Insurance (UI) rate trends.
- United States Bureau of Labor Statistics civilian labor force in Kennewick-Richland (MSA) from January 1990 to January 2020.
- Washington State labor force participation rate by county.
- Labor force flows from 2008 to 2020.
- UI statistics from January 2017 to June 2021
- UI rate by county (not seasonally adjusted) for September 2021.
- Employment statistics for non-farm employment and the labor force from 2002 to 2020.



**Benton Franklin Workforce Development Council**  
 Balance Sheet - Unposted Transactions Included In Report  
 10 - Corporate Entity  
 As of 11/30/2021

		Current Period Balance
<b>Asset</b>		
Cash (Checking Acct - CE)	1110	562.77
Corporate Entity MM Account	1111	79,500.65
CE 12 month CD	1112	52,443.91
<b>Total Asset</b>		<b>132,507.33</b>
<b>Liabilities</b>		
Accrued Vacation Payable	2500	86,071.48
Due to/from other funds	2990	(12,000.00)
<b>Total Liabilities</b>		<b>74,071.48</b>
Net Assets		58,435.85
<b>Total Liabilities and Net Assets</b>		<b>132,507.33</b>

**Benton Franklin Workforce Development Council**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
10 - Corporate Entity  
From 7/1/2021 Through 11/30/2021  
(In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Revenue					
Interest/Program Income	103	0	0.00%	0	0.00%
Total Revenue	103	0	0.00%	0	0.00%
Expenses					
Non WIOA Expenses	2,182	0	0.00%	0	0.00%
Total Expenses	2,182	0	0.00%	0	0.00%
Net Surplus/ (Deficit)	<u>(2,079)</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>

**Benton Franklin Workforce Development Council**  
 Balance Sheet - Unposted Transactions Included In Report  
 20 - WDC Main  
 As of 11/30/2021

		Current Period Balance
<b>Asset</b>		
Cash (Bank Acct - WDC)	1120	19,588.95
CDBG Receivable	1201	2,072.23
Receivable (Grants)	1300	319,147.57
Total Asset		340,808.75
<b>Liabilities</b>		
Accounts Payable (AP System)	2000	319,756.85
Due to/from other funds	2990	12,000.00
Total Liabilities		331,756.85
Net Assets		9,051.90
Total Liabilities and Net Assets		340,808.75

Benton Franklin Workforce Development Council  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
20 - WDC Main  
From 7/1/2021 - 11/30/2021  
(In Whole Numbers)  
Excel spreadsheet with Budget

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
<b>Revenue</b>					
Grant/Contract Revenue	1,746,838	1,928,836	90.56%	4,595,768	38.01%
Interest	5	0	0.00%	0	0.00%
Misc/Other Revenue	7,815	13,000	60.12%	101,161	7.73%
<b>Total Revenue</b>	<b>1,754,658</b>	<b>1,941,836</b>	<b>90.36%</b>	<b>4,696,929</b>	<b>37.36%</b>
<b>Expenses</b>					
Sub-Recipient Reimbursements	1,265,483	1,419,465	89.15%	3,485,368	36.31%
Rent and Facilities	26,451	36,036	73.40%	72,280	36.60%
Salaries and Wages	282,569	280,325	100.80%	674,615	41.89%
Payroll Taxes and Benefits	80,127	89,904	89.13%	220,007	36.42%
Non-WIOA reimbursment	(2,182)	0	0.00%	0	0.00%
Professional Services and Contracts	38,489	35,650	107.96%	52,010	74.00%
TC Futures	25,000	27,000	92.59%	70,000	35.71%
Travel and Training	3,773	9,170	41.15%	50,115	7.53%
Supplies, Furniture and Equipment	1,587	6,950	22.83%	13,900	11.42%
Equipment and Software - Lease and Maintenance	9,596	11,890	80.71%	26,075	36.80%
Communications (Telephone, Postage and Internet)	1,792	3,180	56.35%	7,544	23.75%
Insurance	7,606	7,606	100.00%	7,606	100.00%
Dues, Fees and Subscriptions	14,367	14,659	98.01%	17,409	82.53%
<b>Total Expenses</b>	<b>1,754,658</b>	<b>1,941,836</b>	<b>90.36%</b>	<b>4,696,929</b>	<b>37.36%</b>
<b>Net Surplus/ (Deficit)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>

**Benton Franklin Workforce Development Council**  
 Balance Sheet - Unposted Transactions Included In Report  
 30 - WSCB Partnership  
 As of 11/30/2021

		Current Period Balance
<b>Asset</b>		
Cash (Bank Acct - WSCB)	1130	69,665.59
Accounts Receivable	1200	629.00
Total Asset		70,294.59
<b>Liabilities</b>		
Accounts Payable (AP System)	2000	1,936.90
IFA Credit Adjustment	2650	20,952.15
Total Liabilities		22,889.05
Net Assets		47,405.54
Total Liabilities and Net Assets		70,294.59

Benton Franklin Workforce Development Council  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
30 - WSCB Partnership From 7/1/2021-11/30/2021

(In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
<b>Revenue</b>					
Partner Revenue	91,832	91,839	99.99%	220,413	41.66%
IFA Adjustments	(20,952)	0	0.00%	0	0.00%
Sub-Lease Revenue	65,208	65,208	100.00%	156,500	41.67%
Employee Recognition Non-Operating Income	252	0	0.00%	0	0.00%
<b>Total Revenue</b>	<b>136,340</b>	<b>157,047</b>	<b>86.81%</b>	<b>376,913</b>	<b>41.66%</b>
<b>Expenses</b>					
Rent and Facilities	142,647	140,182	101.76%	338,018	42.20%
Supplies, Furniture and Equipment	2,298	7,600	30.24%	15,375	14.95%
Employee Recognition	140	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	0	1,200	0.00%	1,200	0.00%
Managed Print	43	2,800	1.54%	6,720	0.64%
Business/Community	0	2,125	0.00%	5,000	0.00%
Dues, Fees and Subscriptions	1,037	4,125	25.14%	10,600	9.78%
<b>Total Expenses</b>	<b>146,164</b>	<b>158,032</b>	<b>92.49%</b>	<b>376,913</b>	<b>38.74%</b>
<b>Net Surplus/ (Deficit)</b>	<b>(9,824)</b>	<b>(985)</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

# Benton-Franklin Workforce Development Council

## Telecommuting Guidelines

Effective: TBD, Early 2022

### Flexible Work Arrangements Overview

The Benton Franklin Workforce Development Council (BFWDC) Flexible Work Arrangements (FWA) Policy is designed to provide you with an opportunity to develop a flexible work schedule that helps you meet the demands of conflicting obligations while ensuring that BFWDC constituents continue to receive quality products, support, and services. FWA refer to the use of nonstandard work schedules by eligible employees. To be eligible for FWA, employees must have successfully completed their indoctrination period (90 days) and not be on any active disciplinary or performance monitoring program. FWA schedules may be in the form of reconfigured full-time or part-time work arrangements.

There are three basic forms of FWA: compressed work week, part-time and telecommuting. Employees may take advantage of multiple FWA concurrently with approval from their immediate supervisor and Chief Executive Officer (CEO).

**Telecommuting** — A voluntary arrangement for employees to conduct some of their work at an alternative worksite. Telecommuting is an FWA that allows employees to work from a remote office for a maximum of 2 days per week. The employee will be electronically linked to the office. An approved Telecommuting Agreement is required to telecommute 1 or more day per week and must be renewed annually. A formal telecommuting arrangement is different from, and should not be confused with, the more common practice of occasional remote work (for example, to catch up on administrative work or prepare for a presentation uninterrupted).

### Benefits of Telecommuting

**Effectiveness** — In measuring the “effectiveness” of employees, four measures are considered: quantity, quality, timeliness, and ability to handle multiple projects and priorities. Research shows that organizations have experienced an increase in the effectiveness of telecommuters due to such factors as fewer work distractions or interruptions and being able to work at the employee’s most productive time.

**Recruitment and Retention** — High performers are attracted to organizations that offer flexible work arrangements. As a result of implementing a telecommuting arrangement, many organizations have seen an expanded pool of qualified applicants, as well as retention of valuable employees.

**Employee Morale and Loyalty** — Organizations cite improved employee morale, motivation, and commitment to the job due to increased flexibility for balancing work and personal life.

**Reduced Absenteeism and Stress** — Declines in both absenteeism and stress associated with conflicting professional and personal demands of commuting are other positive outcomes of telecommuting.

### Eligibility Requirements

Not every individual or position may be appropriate for an FWA. Eligibility determination and confirmation rests with your immediate supervisor and Chief Executive Officer. The BFWDC Office

must have at least one employee present at 815 N. Kellogg St. Suite C in Kennewick, WA Monday through Friday from 8 a.m. until 5 p.m., except for on Holidays. Availability of teleworking days will be on a first come, first served basis.

Teleworking eligibility may be revoked if the employee is placed on a Corrective Action Plan

The Telecommuting Agreement document must be completed by the employee and approved by their immediate supervisor and CEO.

The terms and conditions of the BFWDC Telecommuting Agreement are subject to the provisions set forth in the BFWDC Employee Handbook and may be amended from time to time. However, none of the policies or benefits described in the Telecommuting Agreement or the Employee Handbook are intended to create a contract of employment, confer any special rights or privileges upon specific individuals, or to entitle any person to any fixed term or conditions of employment.

### **Telecommuting Agreement Renewal**

An approved Telecommuting Agreement is effective for one year following the date of Human Resources' approval. The employee is responsible for initiating the renewal by completing and submitting the Telecommuting Agreement to Human Resources at [email address] prior to the expiration of the previous agreement.

### **Technology and Equipment**

Employee will be provided with a BFWDC laptop. If additional equipment is required, the employee should submit a request describing the item(s) and business necessity to their immediate supervisor. BFWDC is not responsible for maintaining employee-owned technology equipment, which may be used in connection with the telecommuting arrangement.

### **Office Furniture**

Employees may request to take excess equipment for home office use, but BFWDC does not guarantee furniture for an employee's telecommuting office, and requests will be approved on a case-by-case basis. Under all circumstances, the employee will be responsible for electricity, heat, and insurance costs.

### **Office Supplies**

All office supplies should be ordered through the BFWDC procurement process. Expenses pertaining to office supplies ordered outside of BFWDC will not be reimbursed.

### **Legal and Regulatory**

#### **Occupational Safety and Health Administration (OSHA)**

OSHA laws that apply to the workplace apply to the remote worksite. If you are working from home, ensure you are maintaining a safe space.

#### **Workers Compensation**

It is important that employees report accidents resulting in injury and occurring in the remote work environment to the COO within 24 hours.

## Confidentiality and Security

Employees who take any BFWDC materials out of a BFWDC office are responsible for keeping those materials secure and confidential, that is, in an area of their telecommuting office that is not accessible to others. Confidential or proprietary information is not to be taken out of a BFWDC office without the approval of the Chief Operations Officer (COO) or CEO. Telecommuting employees are responsible for complying with the BFWDC Acceptable Use Policy, which include requirements and best practices for wireless access while working remotely and password protection among others. In addition, telecommuting employees should report any suspected or actual security breaches in accordance with the BFWDC Acceptable Use Policy.

## Tax Issues

Employees are responsible for determining any tax implications of maintaining a telecommuting office and understand that BFWDC will not assume any additional tax liability. The accuracy of state and local income taxes withheld is the employee's responsibility. In addition, it is the employee's responsibility to comply with any state or local zoning regulations.

## Income Tax Withholding

Income tax withholding (state and local) is unique to each office situation and each state's regulations. If your telecommuting arrangement involves working full time from a telecommuting office, the state of residence usually determines taxation. If your telecommuting arrangement involves sharing time between any BFWDC offices and your telecommuting office, then two state taxations must be considered, and some will result in withholding for two states. Please contact your CPA or tax advisor for assistance in this area or if you need additional information.

## Changing State of Residence

Prior to making any change to your state of residence or your work location, you are required inform the CEO. The accuracy of your state and local income taxes withheld by jurisdiction is your responsibility.

## Home Office Deduction

To qualify for home office deduction under "business use" there are several specific requirements that must be met. Qualifying tests establish if the telecommuting arrangement is for exclusive use or partial use as an employee and whether a deduction is allowed. If you have specific questions on how to determine business use of your home and whether deductions would be allowed for your situation, consult with a CPA, tax advisor, or the IRS directly. [IRS Publication 587 Business Use of Your Home](#) provides useful information and worksheets to assist you.

## Procedures and Approvals

All telecommuting arrangements are discretionary and require management approval. The following workflow details the three major steps to follow.

### Process for Requesting Telecommuting Arrangement

- Employee requesting a telecommuting arrangement should discuss and agree on the feasibility of telecommuting with their immediate supervisor
- If supervisor and employee agree that a telecommuting arrangement is feasible, the employee completes the Telecommuting Agreement and submits to supervisor and then CEO for signoff.
- Once the Telecommuting Agreement is approved and signed by the supervisor and department head, employee submits the Telecommuting Agreement to the CEO.

### Supervisor Guidelines

A successful telecommuting arrangement requires a different way of managing. Good planning, ongoing communication, and regular reviews, especially during the first few weeks of a telecommuting arrangement, are critical to success. The following are some suggestions to help you manage telecommuting employees.

**Establish Performance Expectations** — The absence of the employee on-site necessitates the establishment of a clear understanding of specific job accountabilities and objectives. Set expectations for interim steps, milestones, and results. Agree on a timeline for completion of projects or objectives. The criteria for success should be established at the beginning of the telecommuting arrangement via the performance management process and reviewed periodically to ensure that objectives are being met or that corrective actions are in place.

**Manage for Results** — When evaluating a telecommuting arrangement, emphasis should be placed on quality, timeliness of results, and outcomes achieved. Use feedback from the employee's colleagues, customers, and other teams to assess how the arrangement is working.

**Communication** — It is imperative that employees remain in the communications loop even when telecommuting. Set up a protocol with the employee for regularly checking in with the office. Supervisors should remember to include telecommuters when sending memos, announcements, or emails to the team. If a telecommuting employee begins to feel isolated, encourage them to spend more time in the office (if possible) and discuss whether there may be gaps to address in the team's communications. While not required, camera usage while teleworking is encouraged for clearer communication purposes.

**Flexibility in Schedules** — Telecommuting employees need to understand that circumstances may arise when they need to be in the office more than usual; for example, to attend training or meetings. However, when scheduling appointments, meetings, etc., supervisors and team members should be sensitive to the telecommuters' schedules and try to give them advance notice.

**Required Travel** — All requisite costs for travel to/from assigned office including airfare, lodging, meals, and transportation will be the sole responsibility of the telecommuting employee.

**Working Time** — Supervisors should be flexible about what hours a telecommuter must be working at their telecommuting office. Establish a schedule that meets the needs of the business, the day-to-day team, and the telecommuting employee. Time records should be kept by telecommuting employees just

as they would if they were working in the office.

**Monitoring Non-Telecommuters' Perceptions** — Employees working exclusively in the office may feel that telecommuting employees are not really working, and that they have to pick up the slack. Shifting this perception can take time. Supervisors must monitor telecommuters and reassure all employees that telecommuting arrangements will not place additional burdens on employees working entirely in the office. Additional training and resources are available for supervisors of telecommuters. Contact the COO for more information.

**Reversibility and Schedule Changes** — Telecommuting arrangements are made on a trial basis to ensure that they are mutually beneficial to the employee and BFWDC. If arrangements are working satisfactorily, they may continue. If arrangements are causing a hardship on a telecommuter or the day-to-day team's operations, if the telecommuter's performance is not meeting expectations, or if business conditions change to make the current arrangement impractical, schedule changes or a return to a standard work arrangement in the office may be necessary.

**Upfront Expectation-Setting and Planning** — One of the most difficult aspects of managing a telecommuter is ensuring a clear understanding that off-site does not mean at work. If a supervisor and telecommuting employee have done a good job of upfront planning, then there is no reason to believe that an employee who was productive in the office will not be as productive, or more so, when telecommuting. It is a matter of trust, clear upfront expectations, and a written arrangement.

#### Employee Guidelines

##### Recording Time

Telecommuters must continue to physically turn in their timesheets, as is required for all BFWDC employees. Telecommuting employees should charge telecommuting time to their normal project code and hours type.

##### Who to Contact?

Inquiries or questions should be sent to the COO.

- **Technology questions** should be sent to Information Technology (IT) by logging a ticket with Elevate or calling the Elevate Helpdesk.

## Benton Franklin Workforce Development Council (BFWDC) Telecommuting Agreement

*(To be completed by Employee and approved by Supervisor and CEO)*

**Employee Name:** [Click here to enter text.](#)

**Employee Title:** [Click here to enter text.](#)

The purpose of this agreement is to outline the terms and conditions of BFWDC' telecommuting program. Please read the Telecommuting Guidelines carefully and discuss your desired arrangement with your supervisor prior to initiating a telecommuting agreement. Tuesday is a BFWDC core day, and as such all employees must report to Suite C for their regularly scheduled hours.

My supervisor and I have agreed to the following work schedule and it has been captured in the BFWDC Calendar:

Base Schedule of \_\_\_\_\_ (4-10s, 5-8s, 5-9s)

<b>Days/Hours at BFWDC vs. Telecommuting Office</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>BFWDC Office</b>	<input type="checkbox"/>				
<b>Hours</b>	Enter hours				
<b>Telecommuting Office</b>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hours</b>	Enter hours	N/A	Enter hours	Enter hours	Enter hours

I understand and agree to the following terms and conditions of the Telecommuting Agreement:

- 1) An initial telecommuting agreement is on a trial basis and will be evaluated in **30 days**. All telecommuting agreements will be reviewed annually to assure that they are mutually satisfactory. If at any time, my supervisor or I believe that the arrangement is not working satisfactorily, or my supervisor determines that it is in the best interest of either BFWDC or me to return to my normal work location five days per week, the arrangement may be discontinued.
- 2) An approved telecommuting agreement is effective for one year following the date of BFWDC CEO approval. All telecommuting agreements must be renewed by completing and submitting a new agreement. The telecommuting employee is responsible for initiating the renewal process with their supervisor and CEO.
- 3) This telecommuting agreement is based on business applicability. If business conditions change, and as a result, the telecommuting agreement can no longer continue, I agree to either work in the office, or if I decide not to work in the office after being requested by management, I will be considered as having voluntarily resigned from BFWDC and will be treated as such under the BFWDC' standard policies regarding termination.
- 4) This telecommuting agreement will have no effect on the terms and conditions of my employment

with BFWDC, including my salary, performance reviews, salary increases, job responsibilities, compliance with BFWDC policies, and compliance with BFWDC' Code of Conduct.

- 5) There may be times when it is necessary for me to be in the office on days I would normally be scheduled to work remotely. In such circumstances, I will adjust my schedule accordingly. I understand BFWDC will not reimburse me for travel expenses to and from the office on days when I come into the office.
- 6) BFWDC will provide me with the standard equipment, listed in the Telecommuting Guidelines, to be used for BFWDC business. BFWDC is not responsible for maintaining employee-owned technology equipment which may be used in connection with the telecommuting arrangement. All BFWDC property must be returned upon request, upon termination of the telecommuting agreement, resignation, or termination of employment. I understand that I am expected to take all reasonable precautions to protect all BFWDC property from theft, damage, or misuse. I understand that BFWDC agrees to carry appropriate insurance to cover BFWDC-provided property and any liability claims or judgments that arise while carrying out BFWDC business at the telecommuting address indicated above. However, I acknowledge that I have considered the extent to which I need to carry homeowner's insurance given this telecommuting arrangement.
- 7) I understand that I am responsible for determining any tax implications of maintaining a telecommuting office and that BFWDC will not assume any additional tax liability.
- 8) My supervisor and I have discussed and documented whether this telecommuting agreement is a voluntary arrangement or required as a condition of employment.
- 9) Any BFWDC materials taken out of a BFWDC office will be kept in my designated telecommuting work area and will not be accessible to others. Confidential or proprietary information will not be taken out of a BFWDC office without approval from my supervisor.
- 10) As a telecommuter, I am expected to keep my telecommuting office as clean and free from obstructions and disturbances as if it were my primary workspace. I agree to promptly report to my supervisor any injuries related to work I do for BFWDC in my telecommuting work area.
- 11) I agree to provide a rapid response and transmitting proof (pictures, etc.) upon request of BFWDC equipment taken for telecommuting purposes.
- 12) I agree to use Microsoft Teams to communicate with the team my start and end of day.
- 13) I agree to notify my supervisor and the Elevate immediately if I experience any equipment or software failures in my telecommuting location that affect my ability to carry out my responsibilities. However, BFWDC assumes no responsibility for the maintenance or repair of any equipment or software not provided or paid for by BFWDC.
- 14) My supervisor and I have established, discussed, and clearly understand performance expectations (see Telecommuting Guidelines).
- 15) I recognize that the accuracy of my state and local income taxes withheld by jurisdiction is my responsibility.
- 16) I understand that this document does not constitute a contract of employment, either expressly or implied, for any fixed period. I also understand that BFWDC reserves the right to change or cancel the Telecommuting Agreement at its sole discretion.

17) I understand that once BFWDC Official Board and Sponsored Committee Meetings revert to being held in person, all BFWDC staff must attend in person and that there will not be a virtual alternative.

I have read the BFWDC Telecommuting Guidelines and the above and have discussed the terms and conditions with my supervisor and department head. I understand and agree to all the above terms and conditions.

Check here for a renewal of an existing agreement. I certify that I continue to meet the eligibility requirements as outlined in the Telecommuting Guidelines.

**APPROVALS** [specify if handwritten or electronic signatures are required]:

_____ <b>Employee Signature</b>	_____ <b>Date</b>
_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
_____ <b>CEO Approval</b>	_____ <b>Date</b>

**Benton-Franklin Workforce Development Council (BFWDC)  
PY21 WIOA Sub-Recipient Monitoring Plan and Schedule**



Contract Name/ Grant CFDA Number	BFWDC Contract Number/ Grant Number	Grant Funding Agency	Subrecipient	Contract Period of Performance	Contract Amount	Revised Amount	BFWDC Annual Monitoring Period	State Monitoring Visit
<b>Youth Program</b> CFDA 17.259	BFWDC-PY21-OSY-CPS 6111-7001	ESD	CPS	7/1/21 - 6/30/22	\$779,699	N/A	1/2022-4/2022	May 23-27, 2022
<b>Adult Program</b> CFDA 17.258	BFWDC-PY21-ADULT-CPS 6111-7101	ESD	CPS	7/1/21 - 6/30/22	\$653,380	N/A	1/2022-4/2022	May 23-27, 2022
<b>Dislocated Worker Program</b> CFDA 17.278	BFWDC-PY21-DWP-CPS 6111-7201	ESD	CPS	7/1/21 - 6/30/22	\$977,227	N/A	1/2022-4/2022	May 23-27, 2022
<b>PY19 Rapid Response Increased Employment</b> CFDA 17.278	BFWDC-PY19-RRIE-CPS 6111-7509-10	ESD	CPS	9/1/19 - 12/31/21	\$248,679	\$271,309	1/2022-4/2022	May 23-27, 2022
<b>Disaster Recovery DWG</b> CFDA 17.227	BFWDC-PY20-DRDWG-CPS 6111-7580-64	ESD	BFWC (CPS-Fiscal Agent)	7/1/20 - 3/31/22	\$424,000	N/A	1/2022-4/2022	May 23-27, 2022
<b>Employment Recovery DWG</b> CFDA 17.227	BFWDC-PY20-ERDWG-CPS 6111-7590-64	ESD	CPS	7/1/20 - 3/31/22	\$446,253	N/A	1/2022-4/2022	May 23-27, 2022
<b>One-Stop Operator</b> CFDA 17.258 & 17.278	BFWDC-PY21-OSO-CPS	ESD	BFWC (CPS-Fiscal Agent)	7/1/21 - 6/30/22	\$180,000	N/A	1/2022-4/2022	May 23-27, 2022
<b>Economic Security for All—Connell</b> CFDA 17.258, 17.278 & 17.259	BFWDC-PY19-ECSA-CPS 6111-7628-10	ESD	CPS	7/1/19 - 3/31/22	\$700,000	N/A	1/2022-4/2022	May 23-27, 2022
<b>Community Development Block Grant (CDBG)</b> CDFA 14.228	BFWDC-PY21-CDBG-CPS 20-6221C-131	WA State Dept. of Commerce	CPS	7/1/21-1/31/23	\$448,718	NA	Date TBD	Date TBD
<b>BFWDC Monitoring Team:</b>	<b>David Chavey-Renaud</b> , Chief Operating Officer <b>Jan Warren</b> , Chief Financial Officer <b>DeAnn Bock</b> , Fiscal Manager			<b>Diana Hamilton</b> , Workforce Programs Manager <b>Cynthia Garcia</b> , Youth Programs Manager/EO Officer		<b>Jamilet Nerell</b> , Community Programs Manager <b>Jessie Cardwell</b> , Programs Coordinator		



## MEMORANDUM

DATE: January 12, 2022  
TO: Benton - Franklin Workforce Development Council (BFWDC) Board of Directors  
FROM: Tiffany A. Scott  
SUBJECT: **BFWDC Staff Schedule Change/Hours of Operation Adjustment**

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In conjunction with the BFWDC Telecommuting Guidelines and Agreement, I seek board approval to adjust all BFWDC staff to a 4-10's work schedule (Monday – Thursday) and close the BFWDC office Friday, effective March 1, 2022. Our physical location would adjust to 8 AM – 5 PM as the hours of operation.

There are numerous benefits to going in this direction. Below is a summary.

- Employees become even more productive.
- A shorter workweek is a significant benefit that gains and retains talent
- When you commute less, it is good for the environment
- In addition to helping a company's bottom line, a four-day workweek also has psychological benefits
- Happier employees and reduced stress
- Higher level of employee satisfaction
- leads to greater levels of innovation
- Supports the retention of talent

BFWDC staff take our customers, partner, stakeholder, fund source, board members, sub-recipient relationships seriously. They are the purpose of our existence. The professionalism we demonstrate will continue, and business will not suffer should this change request be approved.

# WASHINGTON STATE ECONOMIC RECOVERY

Built on local Workforce solutions.

**There is urgent need for business to hire skilled workers and for workers to secure family-sustaining wage jobs.**

- 179,000+ vacant jobs
- Over 373,000 unemployed workers
- Fewer than 2% of workers who recently lost unemployment benefits have returned to work
- Racial disparity gap is widening
- Over 90% of those in need are not served with the current level of investment

## WE RECOMMEND

Strategic investment of \$50 million in a Workforce Innovation Fund to empower local solutions with flexible funding.

- Employer driven solutions putting Washintonians into jobs in high-demand sectors
- Pre-apprenticeships, apprenticeships, critical, evidence-based earn-and-learn models
- Increase and intentional focus on Black, Indigenous, Latinx, AAPI and other people of color. Community co-design focused on workforce development pathways

## LEARN MORE

Join the effort to help Washingtonians secure their futures.

[washingtonworkforce.org](http://washingtonworkforce.org)

## SOLUTIONS

Local Workforce Boards bring business, education, labor, and communities together.

- For over 80 years, the infrastructure we built has integrated systems and dollars for the highest possible ROI
- Data-driven results of over 80% success rate, by optimizing multiple resources targeted to proven solutions

## LOCAL WORKFORCE DEVELOPMENT BOARDS IMPACT

STATEWIDE 2020/21



**Collectively over 15,000  
businesses served**



**78,000 workers served**



# MEMBER LIST

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**Joy Emory, CEO + WWA Chair**

Workforce Snohomish on behalf of  
Snohomish County Workforce Alliance  
*Serving Snohomish County*  
joy.emory@workforcesnohomish.org  
(425) 921-3482

**Katie Condit, CEO + WWA Vice Chair**

Workforce Central  
*Serving Pierce County*  
kcondit@workforce-central.org  
(253) 495-8515

**Rod Van Alyne, Director + WWA Treasurer**

Eastern Washington Partnership  
Workforce Development Council  
*Serving Ferry, Pend Oreille, Garfield, Stevens,  
Lincoln Whitman, Columbia, Walla Walla,  
and Asotin Counties*  
rvanalyne@ruralresources.org  
(509) 684-8421

**Tiffany Scott, CEO**

Benton-Franklin Workforce Development Council  
*Serving Benton and Franklin Counties*  
tscott@bf-wdc.org  
(509) 734-5993

**Marie Kurose, CEO**

Workforce Development Council of Seattle-King  
County  
*Serving King County*  
mkurose@seakingwdc.org  
(206) 448-0474

**Miriam Halliday, CEO**

Workforce Southwest Washington  
*Serving Wahkiakum, Cowlitz, and Clark Counties*  
mhalliday@workforcesw.org  
(503) 367-8193

**Amy Martinez, CEO**

South Central Workforce Council  
*Serving Yakima, Kittitas, Klickitat, and Skamania  
Counties*  
amy.martinez@co.yakima.wa.us  
(509) 574-1950

**William Westmoreland, CEO**

Pacific Mountain Workforce Development Council  
*Serving Grays Harbor, Mason, Thurston,  
Pacific, and Lewis Counties*  
william@pacmtn.org  
(812) 595-0908

**Mark Mattke, CEO**

Spokane Workforce Council  
*Serving Spokane County*  
mmattke@spokaneworkforce.org  
(509) 960-6263

**Bill Dowling, Director**

Olympic Consortium WDC  
*Serving Clallam, Jefferson, and Kitsap Counties*  
wdowling@co.kitsap.wa.us  
(360) 337-5777 x4767





WASHINGTON WORKFORCE ASSOCIATION

# WASHINGTON STATE ECONOMIC RECOVERY

Built on local Workforce solutions.

**On September 7, 2021, nearly 100,000 Washingtonians lost some form of extended unemployment compensation, and thousands more remain sidelined by the pandemic.**

With the expiration of these benefits, Washingtonians are turning to the public workforce system for help.

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Concurrently, businesses continue to struggle finding qualified talent to fill the nearly 200,000 vacant jobs across the state, including thousands in critical industries like Healthcare, Education, Manufacturing and Hospitality Services. This is impeding our state's economic recovery and hampering the ability of firms of all sizes to fully recover and grow.



**Yet, while unemployment continues to decline (currently 4.8%), those unemployed and/or otherwise marginally attached to the labor force are steadily increasing to well over 400,000 Washingtonians, nearly 11% of Washington's civilian labor force.**

With increasing numbers of people considered long-term unemployed (>52 weeks), and declining labor market participation across the state, there have been no designated investments in the public workforce system through the Federal CARES Act or the American Rescue Plan. Additionally, Federal WIOA

investments are not flexible, not nearly enough, and ill-equipped to meet the "just in time" demands caused by our new pandemic economy, leaving 90% of those in need left behind.

Furthermore, the rapid spread of the Omicron variant is expected to slow Washington State's economic recovery as cases rapidly increase, putting a strain on businesses, further disrupting our global supply chain, and slowing consumer spending. This continued disruption will have a profound impact on our small businesses and their workers, putting greater pressure on our local workforce development system for help.

To ensure an equitable economic recovery, Washington needs to lead by helping local businesses recoup from the pandemic and providing a hand-up for Washingtonians most impacted by COVID-19, especially communities of color, women, and younger, less-educated, and lower-income workers.

**TO ADDRESS THESE CHALLENGES,** we recommend a \$50 million local Workforce Development Innovation fund, focused on 3 broad, proven workforce strategies to transition Washingtonians into good jobs:

**1. Employer Driven Earn and Learn Opportunities to Re-Career:** A large share of low-income workers have lost their jobs and need support to meet their basic needs while going through training and placement to re-career. This means providing paid internships, paid community service work, stipends, and other income supports in conjunction with occupational training and placement into middle-income career opportunities. Services include: paid internships, cohort-based occupational training, training stipends, scholarships, registered pre-apprenticeship programs, on-the-job training, incumbent worker training, and registered apprenticeships.

**2. Increase Local Service Capacity:** Local Workforce Boards have a scalable, big-tent approach that connects the strengths of local community-based, education, business and other partners with services offered through the public workforce system. This broad approach will be implemented through established networks of local partners that provide start-to-finish career coaching services including outreach, referrals to skill development and training opportunities, and referrals to wraparound support services that enable participation and success. Resources will be used to expand Local Workforce partners' capacity to respond to COVID-related workforce and local business needs.

**3. Wrap-Around Supports:** Wrap-around supports, including childcare, housing, and behavioral health support, are needed to enable people navigating poverty to participate in programs that will help them re-engage in the workforce:

- We must provide childcare support for people navigating poverty with young children. Otherwise, the high cost and limited access to childcare will prohibit them from going through a training program and starting a new job.
- We must provide housing placement and eviction prevention for people who no longer have the income to pay their rent. Otherwise, the impacts of homelessness will greatly reduce their ability to get back into a new job and career.

- Finally, we must provide supports such as mental health and substance use treatment as we help people return to new careers after the traumatizing impacts of the pandemic.

## LOCAL WORKFORCE DEVELOPMENT BOARDS' IMPACT

STATEWIDE 2020/21



**Collectively over 15,000 businesses served**



**78,000 workers served**



**Services include:** Rental assistance, childcare, utilities payment support, computer and internet access, transportation, mental health, alcohol & drug treatment, household assistance, work-related clothing and tools.

Local Workforce Boards will lead coordination with local community partners and distribute resources to community-based organizations, education entities, and other local partners with a requirement to serve BIPOC, women, young workers, rural residents, and others most impacted by COVID -19. Services and outcomes will be tracked and reported using the existing statewide workforce data and reporting system (ETO). All data will be disaggregated by race, gender, and geography.

## WASHINGTON NEEDS TO ACT!

Washington's public workforce development system, made up of 12 local business-led workforce development boards representing nearly 15,000 businesses and serving nearly 78,000 Washingtonians every year is the frontline system capable of delivering an equitable economic recovery for our state. We stand ready to continue to serve the needs of our local communities, making effective public investments in solutions that work.



STATE OF WASHINGTON  
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

December 30, 2021

RE: Recognizing Your Team's Successes

Dear Tiffany,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please thank your entire team for the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

**Benton-Franklin Workforce Development Council**  
**Quarter ending September 30, 2021 (March 31, 2021 for employment outcomes)**

Outcome	Target	Actual
WIOA Adult Enrollments	105	96
WIOA DW Enrollments Including RRIE	86	72
WIOA Youth Enrollments	115	127
NDWGs Disaster Recovery Enrollments	30	33
NDWGs Disaster Recovery Exits to Employments	5	21
NDWGs Employment Recovery Enrollments	45	40

*\*Goals set pre-Covid*

This past quarter showed signs of economic recovery across our state and your workforce development area worked diligently to serve your communities. Your team made great strides in meeting enrollment targets in the WIOA Adult and Dislocated Worker programs and exceeded Youth program goals with enrollments 110% of target this past quarter. Great work! If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to [ESDGPWorkforceInitiatives@esd.wa.gov](mailto:ESDGPWorkforceInitiatives@esd.wa.gov). Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence. Our next peer-to-peer call is scheduled for **January 5<sup>th</sup>, 2022** and we'd love for you to attend.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst  
Grants Director  
360-790-4913

**Benton – Franklin Workforce Development Council (BFWDC)**  
**Diversification of Funding - Strategic Plan and Procedure**  
**November 18, 2021**

**Background**

Since the incorporation of the BFWDC in 1984, the primary funding source has been the Department of Labor (DOL). Over time, the law has changed. However, this federal funding stream is the primary resource contributor allowing the BFWDC to operate as a 501(c)3 successfully. On an annual basis, Workforce Innovation and Opportunity Act (WIOA) formula dollars are allocated from DOL to the Washington State Employment Security Department (ESD), making them the cognizant agency of the BFWDC. Each year ESD approves the BFWDC cost allocation plan.

**Opportunity Statement**

BFWDC staff are knowledgeable subject matter experts (SME's) in the workforce development field. Through the scope of work, information is shared at the local, regional, state, and national levels regarding funding opportunities. Historically, the possibilities are presented formally via Request for Information (RFI) and Request for Proposal (RFP). In addition, BFWDC staff connect with networks and resources such as the National Association of Workforce Boards (NAWB) and The Washington State Bid System for opportunities.

The BFWDC Executive Board has been vocal in expressing the need for funding diversification outside of the WIOA Cluster (Adult, Dislocated Worker, Youth) to serve Benton and Franklin Counties more holistically with less restriction. BFWDC staff to the Board are leaders in the community focused on a human-centered Workforce service delivery system at both WorkSource Columbia Basin (WSCB) and Tri-Cities (TC) Futures that meets the needs of business/employers and workers/job seekers. It is essential that the pursuit of BFWDC growth is done strategically and does not jeopardize the integrity of the BFWDC. The BFWDC is known for clean audits and monitoring. This status must continue. It can be done with planning, streamlined documentation, and robust communication.

**Criteria**

There will be no specific dollar amount articulated from the BFWDC Executive Board to staff regarding annual resource building as the opportunities are not forecasted and only arrive periodically. The BFWDC is not a fund-raising entity.

All BFWDC growth shall be to elevate the human potential in our Local Workforce Development System. In addition, Diversity Equity, and Inclusion (DEI) is at heart to ensure that marginalized populations and people of color are represented.

## **Fiscal Guidelines**

The BFWDC available funds will not go below \$45,000 as these resources are needed to sustain our business. Going below this amount would leave the BFWDC vulnerable.

A single audit is required for any Type B program with a threshold over \$187,500 in expenditures of federal awards. BFWDC staff will consider this cost before taking on additional funding from a new entity.

BFWDC Staff time is allocated mainly to WIOA. It is crucial that BFWDC Staff and Board Members are cognizant that the law is followed during BFWDC growth periods/cycles.

Expenses that do not meet the criteria of allowable costs according to 2 CFR § 200.402 – 405 shall not be charged to any federal award, including WIOA grants.

## **Procedures**

Leading into each program year (start date of July 1), the BFWDC Leadership, comprised of the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Operations Officer (COO), will convene to set the diversification exploration target for the year. This, the plan for the number of opportunities (tangible resources that fit the mission/vision of the BFWDC that benefit our local community) for consideration. The BFWDC CEO will then communicate the target to the BFWDC Executive Committee at the next monthly meeting and all Board Members at the subsequent Quarterly Meeting.

All BFWDC staff have the permission to present a diversification exploration to the BFWDC Leadership for consideration. The BFWDC CEO will determine the ultimate go/no go. As soon as an exploration opportunity is submitted for review, it shall be added to the BFWDC grant tracker. The BFWDC Leadership and BFWDC staff sponsor and any additional key BFWDC SME's will convene with the applicable documents necessary to make an informed decision as soon as possible to review and discuss the practical nature and vitality of the opportunity. Before the diversification exploration leading to the formal pursuit of resources, the following (at a minimum) must be established:

- Estimate of time that BFWDC staff will be contributing to the writing and budget development.
- The determination if WIOA resources can be charged or not. If not, a calculation of anticipated dollars to draw from the BFWDC Corporate Entity Account will be allocated. Because Corporate Entity is not a replenished account, funds must only be spent under extreme scrutiny and care.

- The narration of staff impacts post-award and cost estimates, such as hiring additional Full-Time Equivalent (FTE).

During the opportunity development process, should the RFI/RFP be non-WIOA related, all BFWDC staff time shall be reflected on the BFWDC timesheet as Non-WIOA (Research/Project). This is imperative for the tracking process to prevent disallowed costs.

## **Consideration**

Even as we look to grow, the priority of the BFWDC will be to serve our existing grants in a full and complete manner. At any given time, the BFWDC Leadership reserves the right to change the exploration target should new projects interfere with existing grants, or if bandwidth is not be available based on the current BFWDC staff workload. Should a change occur, it will be communicated to the BFWDC Board Chair as soon as possible.

It is important to note that external factors (Covid-19 restrictions, natural disasters) can also prohibit the implementation of growth at the BFWDC. If, unfortunately, a situation such as this arises, it will be addressed and communicated in real-time.

**Benton-Franklin Workforce Development Council (BFWDC) Highlights**

- The Employment Security Department (ESD) recognized the hard work and dedication the Youth Team has put into finding solutions and support for those most affected by the impacts of COVID-19. Congratulations, Youth Team, for the number of enrollments achieved this past quarter.
- The BFWDC welcomed Jamie Ohl as our newest Ex-Officio Board Member of the Youth Committee. Jamie serves as a Development Officer for the Kadlec Foundation and has a strong passion for community development.
- The BFWDC welcomed colleagues from the SouthCentral Workforce Development Council to share TC Futures integrated services delivery strategies and best practices.
- The BFWDC Youth Committee approved the PY21 Subrecipient Monitoring plan. The plan is a comprehensive summary of all the contracts that the BFWDC must monitor throughout the program year and details each contract. In total, the board awarded over \$4.8 million this year to help with the employment and training needs in our community.
- The BFWDC, in collaboration with TC Futures, submitted three grant proposals to United Way requesting \$30,000 per program year for each proposal. Unfortunately, our proposal was not selected. We will continue to look for other funding opportunities to support the needs of TC Future customers.
- BFWDC Staff joined the WSCB Equity Committee. This committee has some funds to supplement current efforts to engage Hispanic/LatinX customers in our community. These funds were awarded to Career Path Services by Home Street Bank to advance racial justice and support an equitable benefit of workforce development programs. TC Futures is also part of this important effort.

**TC Futures Highlights**

- In October, Melanie Olson joined the team as TC Futures Director. She comes to TC Futures with a background in Behavioral Health and Workforce Development.
- TC Futures welcomed Matthew Russell, Guest Resource Specialist, to assist customers with desk-side job search assistance, resume review, or other basic services as needed.
- TC Futures celebrated the graduation of 22 GED Recipients. These events are a true testament of teamwork, collaboration, and compassion to ensure a person’s needs are met to become successful.
- The TC Futures Report has been updated to include GED Testing Information, Demographics, Customer Profile, Center Updates, and Community Reach.

**PY21 2<sup>nd</sup> QUARTER OSY PROGRAM PARTICIPANT CUMULATIVE SUMMARY**

	<u>Actual</u>	<u>Goal</u>
Youth Served	153	151
Total Employed Exits	47	40
Total Post-Secondary Exits	3	3
Individual Training Accounts (ITA)	5	13
On-the-Job Training (OJT)	2	3
Work Experience (WEX)	7	16
Pre-Apprenticeships	0	N/A
Credentials Earned	0	N/A
General Equivalency Diploma	14	15
Median Wage	\$15.75	\$14.75

**Benton-Franklin Workforce Development Council (BFWDC) Highlights**

- The EcSA pilot programs entered the second phase of the EcSA evaluation to identify challenges, barriers, and areas to improve future practices. The EcSA -Franklin County program model started the second phase of the evaluation by providing a Participant Exit Survey to customers beginning on October 1<sup>st</sup>, 2021. Survey outcomes will be gathered and presented within an evaluation report published by the third-party evaluator, Social Policy Research Associates.
- In efforts to streamline data collection in the State’s Management Information System, Employment Security Department has created an identifiable enrollment category for EcSA. Employment Specialists across the state can now utilize the Efforts to Outcomes (ETO) system to enroll participants into the EcSA Program category.
- The Second Round of EcSA funding has allowed other Local Workforce Development Board (LWDB) across the state to initiate their EcSA program models. To date, EcSA services are available in 11 LWDB. Locally, the next round of EcSA funding will start in April 2022.
- Childcare Aware is a vital partner of the EcSA-Franklin County model; they were invited to November’s AEL meeting to present childcare resources, challenges, and efforts to increase awareness in local communities.
- The BFWDC Monitoring team will be conducting an Annual Monitoring of the EcSA program as reflected in the BFWDC’s PY21 Subrecipient Monitoring Plan Schedule presented in November’s AEL meeting.
- The Community Development Block Grant (CDBG) has been approved to work with two local food distribution sites, Pasco Community Services, and Second Harvest. Participant placements are scheduled to start in mid-to-late January and early February 2022.
- The funding source of CDBG, WA Department of Commerce, has communicated that the CDBG grants will be monitored during the grant cycle; dates are to be determined by the funding source.

**EcSA Program Participant Success Story**

Christian Osorio is a 24-year-old resident of Franklin County. He came to the program seeking assistance with getting connected to occupational training and improving other areas of his current situation as he was unemployed. Christian was a recipient of public assistance services and received help from family to stay afloat, even reaching the point where he is at 0% self-sufficiency. The EcSA Employment Specialist worked with Christian to develop and individualize employment and training plans in an occupation in demand. The EcSA program assisted with occupational training fees for Heavy Tractor Drivers training as the participant’s goal was to obtain a Commercial Driver’s License (CDL). In total, EcSA contributed \$3,840.55 towards the tuition fees costs; the WIOA Adult Program covered the additional costs as EcSA strategized leveraging funds from two different programs. The Employment Specialist will be assisting Christian with other services such as resume creation/review, specialized job search techniques, supportive services for transportation (gas) and clothing, and employment placement once training is completed, and he has passed all testing required to obtain his CDL credentials. With this plan in place, the participant is on its way to reaching self-sufficiency 200% above the federal poverty level.

**PY21 2<sup>nd</sup> QUARTER PROGRAM PARTICIPANT CUMULATIVE SUMMARY**

<u>EcSA Program</u>	<u>Actual</u>	<u>Goal</u>	<u>CDBG Program</u>	<u>Actual</u>	<u>Goal</u>
Total Served	71	110	Total Served	0	12
Employed Exits	15	75	Community Members Impacted	0	40,000
Placed in Training	21	25			

**Benton-Franklin Workforce Development Council (BFWDC) Highlights**

- The BFWDC Board voted to approve Adolfo de Leon as the Adult and Employer Linkage Committee Chair. Jamie Rasmussen agreed to facilitate the meetings when Adolfo cannot attend. Thank you for being so supportive, Adolfo and Jamie!
- The PY19 Rapid Response Increased Employment contract ended December 31, 2021. This program enabled staff to serve 60 participants, provide 22 training opportunities, and successfully assist 36 participants in obtaining unsubsidized employment with a median wage of \$23.50 an hour.
- The state offered all 12 WDC’s the opportunity to submit No-Cost Extension (NCE) applications to extend the Disaster, and Employment Recovery contract end dates from March 31, 2022, to March 31, 2023 (up to an additional 12 months). The ESD fiscal department determined they could extend contract end dates to all local areas through May 31, 2022, without applying for an NCE. The BFWDC and our subrecipients conducted an extensive review of both contracts and determined we could meet the communities needs, exceed performance deliverables, and fully expend contract budgets by May 31<sup>st</sup> without participating in the NCE.
- The BFWDC received a letter from the Employment Security Department recognizing the positive performance outcomes attained during the quarter ending September 30, 2021. They were impressed with the hard work and dedication put into finding solutions and support for communities served by the WIOA Title I grants and discretionary contracts.
- The BFWDC welcomed colleagues from the SouthCentral Workforce Development Council to share WorkSource Columbia Basin (WSCB) integrated services delivery strategies and best practices, including Front End Services and Business Services. SouthCentral staff then had the chance to tour WSCB to observe the service delivery model in action and ask questions.

**WIOA Program Participant Success Story**

Dezlyn, 27, entered the Adult program in February 2021, needing assistance to re-enter the workforce after incarceration. Dezlyn had previously completed most of her welding certification at Columbia Basin College but had not obtained her certifications. Her goal was to attain the welding certifications and work as a Structural Iron and Steel Worker. Dezlyn’s employment specialist coached her to reach out to OXARC to determine the quickest way to complete welding training to get back on her feet. The Adult program paid for her tuition to start training on March 15<sup>th</sup>, and she quickly progressed through the intermediate course. She took a temporary 30-day position with Tradesmen International to help with living expenses and resumed her training in June. Dezlyn had many barriers to overcome during this time, including having her training put on hold due to re-incarceration. On August 27<sup>th</sup>, Dezlyn completed her Advanced Welding Certification at OXARC and quickly found employment with Quality Tank & Construction out of Sandy, Oregon. She started working full-time on September 7<sup>th</sup>, earning \$25.00 per hour as a Welder/Fabricator-Trainee with full benefits available after 60 days. Dezlyn is looking forward to staying on this path to build a new life.

**PY21 2<sup>nd</sup> QUARTER WIOA PROGRAM PARTICIPANT CUMULATIVE SUMMARY**

<b><u>Dislocated Worker Program</u></b>			<b><u>Adult Program</u></b>		
	<b><u>Actual</u></b>	<b><u>Goal</u></b>		<b><u>Actual</u></b>	<b><u>Goal</u></b>
Dislocated Workers Served	87	110	Adults Served	126	118
Employed Exits	35	55	Employed Exits	37	31
On-the-Job Trainings (OJT)	0	1	Work Experiences (WEX)	1	1
Individual Training Accounts (ITA)	22	24	On-the-Job Trainings (OJT)	0	1
Entrepreneurial Training	0	0	Individual Training Accounts (ITA)	7	20
Median Wage	\$21.31	\$19.00	Entrepreneurial Training	0	0
			Median Wage	\$17.47	\$15.00

## Vision

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



## Mission

Promoting a prosperous community by providing a progressive workforce system

Benton-Franklin Workforce Development Council (BFWDC) is one of the twelve (12) local/regional workforce development areas designated by the Governor of Washington State. The BFWDC coordinates and leverages workforce investments and strategies with stakeholders from education, economic development, labor and community-based organizations to advance the economic health of their respective communities through a skilled and competitive workforce

# December 2021 Liaison Report

Program Year July 2021-June 2022



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### Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 572 (+40)  
Total Staff Assisted Services to Job Seekers: 1520 (+161)  
Unique Number of Businesses Served: 46 (-33)  
Staff Provided Business Services: 93 (-25)

For More information contact 509-734-5900 or visit [WorkSourceWA.com](#)



### Creating Pathways to Success for Youth and Young Adults 16-24

TC Futures Total Youth Served (YTD): 263  
Out-of-School Youth (OSY) Program: 153 (+11)  
Open Doors Program: 175  
Co-enrolled in Both Programs: 65  
Total Youth attained GED: 20  
Total OSY Employed and/or Post-Secondary Exits: 50 (+10)  
Median Wage: \$15.75 (+.25)  
Placement Rate: 77.05% (-3.38%)

For more information contact 509-537-1710 or visit [TCFutures.org](#)

## Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs Employed Outcomes

*Youth \* Adult \* Dislocated Worker \* Rapid Response Increase Employment \* Disaster Recovery \* Employment Recovery*

Total Participants Served (YTD): 511  
Monthly-to-Date Target: 526 (97%)

Total Employed Exits (YTD): 208  
Monthly-to-Date Target: 218 (95%)

## Additional BFWDC Programs

### Economic Security for All (EcSA)

Participants Served (YTD): 71      Monthly-to-Date Target: 110  
Total Employed Exits: 15      Monthly-to-Date Target: 75

### Community Development Block Grant (CDBG)

Participant Placements: 0      Program Target: 12  
Community Members Impacted: 0      Program Target: 40,000

NOTE: Starting July 1<sup>st</sup>, 2021 WorkSource Columbia Basin will be physically open for appointments only. Priority appointments will be given to those who would otherwise struggle to take advantage of WorkSource Services. Please visit [WorkSourceWa.com](#) or [TCFutures.org](#) for a full menu of services.

*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: 711*

# Benton-Franklin Workforce Development Council (BFWDC)

## Benton and Franklin County Business Demands (November)

Employment Security Department Labor Market Information

Source: <https://esd.wa.gov/labormarketinfo>

Tri-Cities Employment (November 2021)	Jobs	MoM	YoY(20)	Jobs Lost (April 2020)	Jobs Gained (November 2021)	Recovery
<b>Total Nonfarm</b>	118600	(500)	4,300	11,200	11,700	104%
Total Private	99800	(400)	3,400	10,100	11,300	112%
<b>Goods Producing</b>	18600	(200)	200	1,500	1,300	87%
Mining, Logging, and Construction	10200	(100)	(200)	1,100	700	64%
Manufacturing	8400	(100)	400	400	600	150%
<b>Service Providing</b>	100000	(300)	4,100	9,700	10,400	107%
Private Service Providing	81200	(200)	3,200	8,600	10,000	116%
Trade, Transportation, Warehousing and Utilities	20700	100	400	1,500	2,900	193%
Retail Trade	13800	200	(100)	1,600	2,300	144%
Financial Activities	4000	100	200	300	-	0%
Professional and Business Services	21200	(200)	-	600	500	83%
Administrative and Support Services	11800	(400)	400	300	1,000	333%
Educational and Health Services	19100	-	800	1,100	1,900	173%
Leisure and Hospitality	11800	(100)	1,800	4,300	4,200	98%
Food Services	9500	-	1,500	2,700	3,100	115%
<b>Government</b>	18800	(100)	900	1,100	400	36%
Federal Government	1200	(100)	-	-	-	100%
Total State Government	2700	(100)	(200)	200	(300)	-150%
Total Local Government	14900	100	1,100	900	700	78%

## Other News

LinkedIn Learning	Invited	Activated Licenses	Courses Viewed	Courses Completed	Videos Viewed	Videos Completed
<b>8/9/21 – 1/10/22</b>	138	78	330	80	1978	1690

Notes: Engagement reporting is inclusive of all users under the Benton Franklin Workforce System (BFWDC Staff, WSCB Staff & Customers, TC Futures Staff & Customers.)

- A WSCB LinkedIn page was created to conduct outreach to local businesses. Efforts are being led by the Business Services team and will allow increase connectivity and ability to meet customer needs.
- To meet hiring needs for local businesses, WSCB is engaging new strategies. This includes holding smaller, multi-business hiring events, highlighting company benefits, and collaborating with community partners. Here are some examples of those strategies at work:
  - The Business Services Team is hosting a January hiring event for Ste. Michelle Wine Estates and TEAM in partnership with Goodwill.
  - They are partnering with TC Futures for placement of job seeker in work experience roles.
  - The team is also exploring Handshake, a virtual hiring platform in partnership with CBC, as a potential recruitment tool.

For up-to-date information please follow BFWDC, WorkSource, and/or TC Futures on Facebook.

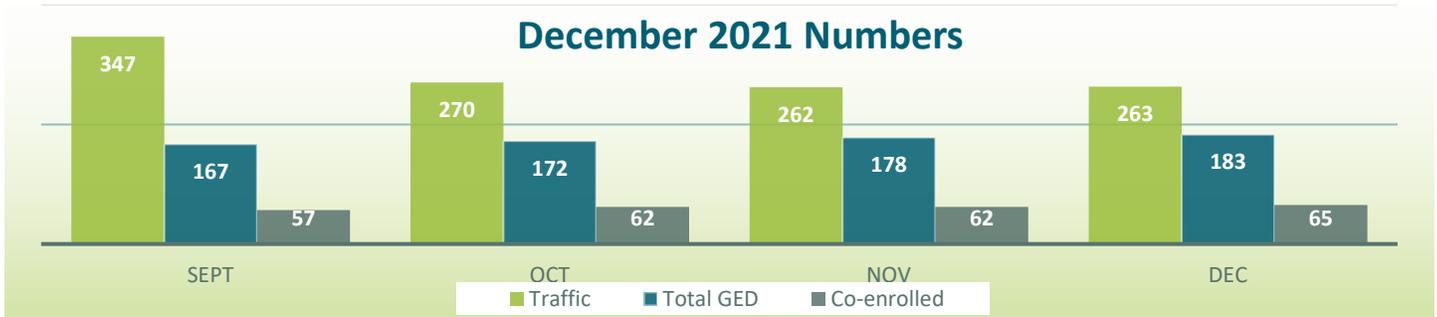
Questions about this report?  
 Contact David Chavey-Reynaud  
 Phone: 509-734-5988  
 Email: [dchavey@bf-wdc.org](mailto:dchavey@bf-wdc.org)

[www.bentonfranklinwdc.com](http://www.bentonfranklinwdc.com)  
 Contact us at 509-734-5980

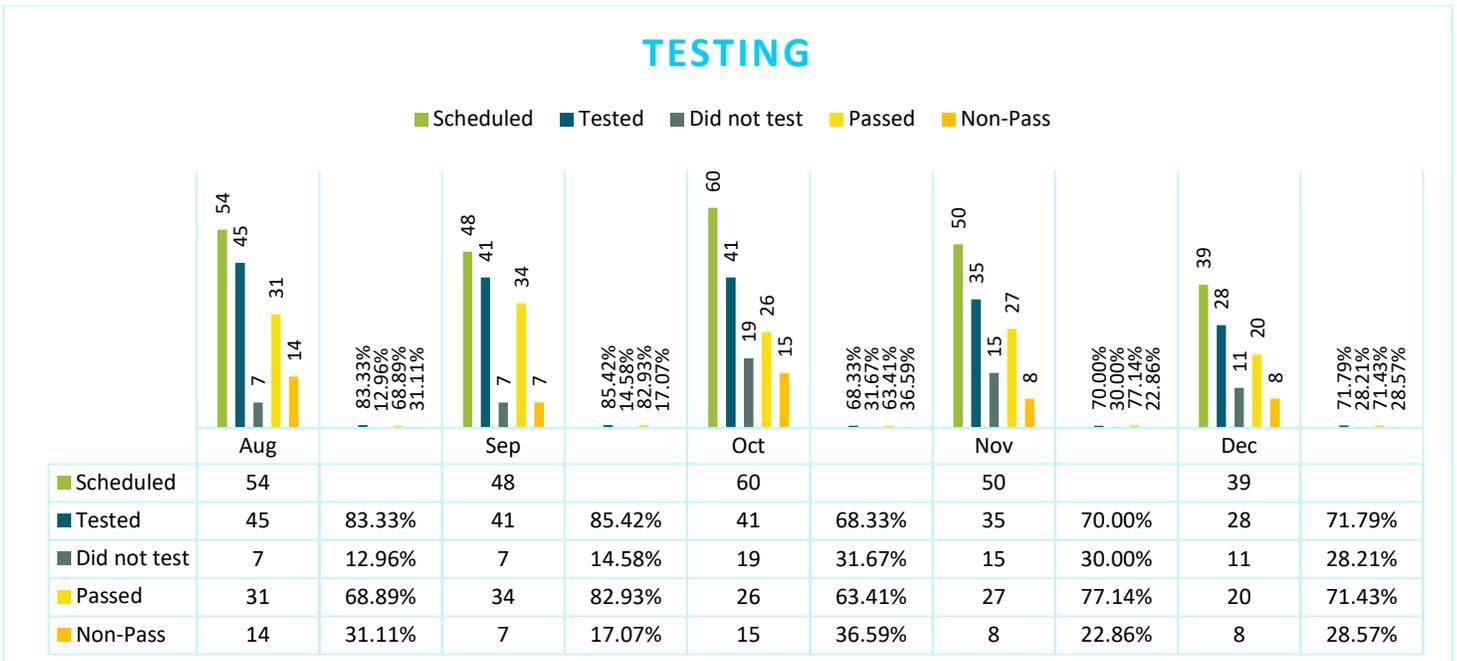


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# itc FUTURE'S



## Center GED's

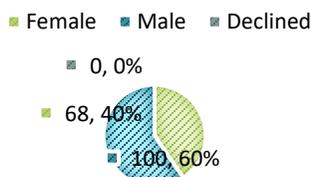


Of note, based on the above information, regardless of foot traffic, co-enrollments and GED credential attainment appear to remain consistent. Traffic for the center has decreased due to transportation issues and weather conditions, however, remote services such as Zoom, phone calls and texting continue to keep customers engaged.

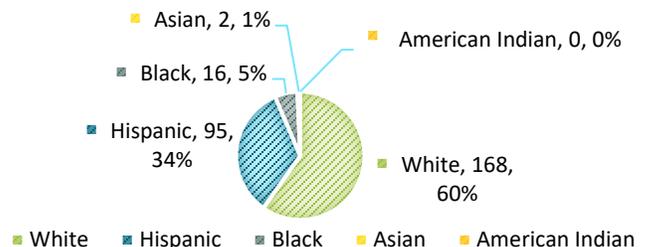
The number of individuals that “did not test” is a combination of no-shows, equipment failure (only twice and quickly resolved) and payment issues. The numbers represent enrollees of both Open Doors and OSY. The high rate of passing versus non-passing scores is due to the high level of engagement by the center practitioners who ensure participants are well prepared for testing.

## Open Doors Demographics

### GENDER



### RACE



## Customer Profile

Challenges	Partners	Solutions
Single mother, expecting another child-No resources.	Open Doors OSY Diaper Bank Martha's Cupboard	Provided referrals and resources. Obtained a "Newborn Bag" and is receiving basic needs assistance.
Social Supports	OSY Open Doors	Unable to attend in person due to safety. Able to be flexible with in-person and remote assistance. Constant communication with both Open Doors and OSY Case Managers
No plan/resources to continue education beyond obtaining GED	OSY CBC	Assisted with application and financial planning for entry to CBC

This customer is a young mother who dropped out of high school due to pregnancy. When she entered services, she was trying to cut ties with her past and move forward without the distraction of others who were not supportive. Through encouragement and support, she was able to complete all her GED after 31 hours of studying/preparation. At the age of 18, she is pregnant with her second child. She has few resources and has little idea of where to turn for assistance.

This customer was co-enrolled with OSY and Open Doors. With excellent partnership and skilled collaboration, this team was able to ensure the customer and newborn had their basic needs met. Despite the exceptional challenges, she was determined to go on to higher education. The process to apply and pay for college is intimidating. With assistance from OSY, she applied and was accepted to CBC. Today, we celebrate a person who began as a drop-out, single parent to college student in 9 months.

## 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
- Inquiry made for additional space. Potential to rent Suite B to increase capacity.
- Job Corps will continue to co-locate 3 days a week pending a formal rental agreement.
- TC Futures Director and WDC Program Manager will reschedule visit Vancouver's Youth Center.
- Hiring Process for new Open Doors Case Manager is underway.

## Community Reach

TC Futures Director has joined the Career Connect Council.

Migrant Family Outreach night is in planning stages. CBC, ESD 123, Career Path Services and TC Futures are the inaugural members of this committee.



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**WorkSource Operator Report**

Benton Franklin Workforce Consortium

December 2021

**December Highlights:**

- A WSCB LinkedIn page was created to conduct outreach to local businesses. Efforts are being led by the Business Services team and will allow increase connectivity and ability to meet customer needs.
- WorkSource Columbia Basin and the Benton Franklin Workforce Development Council had the honor of hosting a tour and visit for our colleagues with the South Central WDC. During the visit, WSCB shared current service delivery strategy, including highlights of our two functional teams: Front End Services and Business Services.

**WorkSource Site Operations:**

<b>Customer Counts 12/1-12/31/2021</b>		
<b>Total Staff Assisted Seekers</b>	<b>572</b>	
<b>Total Staff Assisted Services</b>	<b>1520</b>	
<i>Basic Services</i>	1298	
<i>Individualized, Training &amp; Support Services</i>	222	
<b>Unique Number of Businesses Served</b>	<b>46</b>	
<b>Staff Provided Business Services</b>	<b>93</b>	
	<b>Services Provided</b>	<b>Businesses Served</b>
<b><i>Business Assistance</i></b> WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	6	5
<b><i>Employee Training</i></b> Assessment, referral, enrollment, etc.	1	1
<b><i>Other</i></b> Employer outreach visit, marketing business services, etc.	27	19
<b><i>Recruitment</i></b> Hiring events, referrals, etc.	58	24
<b><i>Wage &amp; Occupation Information</i></b> Labor Market Info, etc.	1	1

Data reporting Sources - Job Seeker Services: ETO Local Reporter Services Report OPTIMIZED & external partner MIS (DVR); Business Services: ETO Staff Provided Business Services (1/10/22).



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### **December 2021 Customer Feedback:**

- 60 survey responses received via Survey Monkey and QTRAC (10% response rate):
  - Of the customers who responded, 93% would refer family and friends
  - Top 3 services received: job search, workshops, and training
- WSCB Team members also engaged customers post interaction to ensure their needs were met and to identify actionable feedback. A total of 15 comments were collected to include areas we exceeded expectations and suggested improvements.
- Customer Feedback – *What we did well:*
  - “Easy to work with, Marco and Matt have been very responsive with any and all questions.”
  - “Sandra has been very helpful on getting me on a program to help with training. She has been very good at keeping in contact with me.”
  - “Well the start up and enrollment process went well and your personnel specifically Arlene Olea and Anjanet Martinez were really helpful and great.”
  - “Good information on why LinkedIn is so important to be a part of.”
- Customer Feedback – *What we can do better:*
  - We received the following actionable, specific feedback in December to be addressed in January:
    - “It would be nice if people...would start appointments on time...had an appointment at WorkSource and it started late.”

### **Service Delivery**

#### **Career Services:**

- The Front End Services (FES) Team continues to monitor customer demand for basic career services and to increase capacity accordingly. In-person and online appointments, in addition to walk-in/on-demand services are available.
- Employers in our area are starting to recruit for pruning of fruit trees. Our FES and Migrant Seasonal Farmworker (MSFW) Teams are working together to assist farmworkers with referrals to these employers.
- During December WSCB provided 198 group services to 104 individuals through our locally offered workshops and group sessions. Other services in high demand include deskside job seeker assistance, basic assessment, career guidance, and career and vocational counseling.
- We continue to actively promote LinkedIn Learning to customers who would benefit from online learning to learn new skills or polish existing ones. In 2022 we will be sharing job seeker webinars via social media and launching a challenge to engage followers. Here are the number of staff/customer engagements to date:



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**Business Services:**

- In an effort to meet hiring needs for local businesses, the team is engaging new strategies. This includes holding smaller, multi-business hiring events, highlighting company benefits, and collaborating with community partners. Here are some examples of those strategies at work:
  - The Business Services Team is hosting a January hiring event for Ste. Michelle Wine Estates and TEAM in partnership with Goodwill.
  - They are partnering with TC Futures for placement of job seeker in work experience roles.
  - The team is also exploring Handshake, a virtual hiring platform in partnership with CBC, as a potential recruitment tool.
- Upcoming Events –
  - WSCB’s first Welcome to WorkSource employer event: 2/15/2022 from 4-5pm. This informational event is being held for new businesses, highlighting services available. Guest speaker, Alice Barney, ESD State Coordinator, will present on the Work Opportunity Tax Credit (WOTC) and Federal Bonding.

**Community Connections:**

- 12/2 & 12/16: WSCB hosted the final radio shows of our 13 show campaign on La Zeta 96.7. The campaign is intended to better engage Spanish speaking community members. The program topic was an overview of WSCB Services and how to connect with us.
- WSCB continues engaging customers via weekly GovDelivery messaging to inform of event, workshop, and other service offerings available via WSCB and our community partners. We are also actively engaging customers through Facebook.
- The WSCB Outreach group will reconvene in January to welcome new team members, evaluate current strategy, and identify additional opportunities to educate and connect with customers. More to come!

**Staff Training & Development:**

**Training/Development Attended:**

- 12/1: Cross training – Youth Services; November Customer Feedback Improvements
- 12/15: Cross training – RESEA; WSCB Data

**Upcoming Training/All Staff Meetings:**

- 1/5: Cross training – Strategies for Success; December Customer Feedback Improvements
- 1/19: Cross training – TAA; December Data Review



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**Facilities:**

- 12/3-12/8: WSCB network was down due to fiber optic cable with Spectrum
- 12/7-12/16: Brashear Electric updated all lights to LED
- 12/17: Tree trimming completed

Respectfully submitted by C. Bright on 1/10/22