

# Benton-Franklin Workforce Development Council (BFWDC) Quarterly Board Meeting

January 25, 2022 4:00 p.m. – Zoom

N/A

#### **Board - Present**

Commissioner Will McKay
Commissioner Clint Didier
Todd Samuel
Adolfo DeLeon
Dennis Williamson
Amanda Jones
Bob Legard
Michael Bosse
Alicia Perches
David Phongsa
Jamie Rasmussen
Jennie Weber
Lori Mattson
Kate McAteer
Lynn Ramos-Braswell

## **Board - Excused**

Michael Lee Carol Martinez Richard Bogert Karl Dye Mary Mills Jim Smith

#### Absent BFWDC Staff

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

# **Guest Presenters**

Crystal Bright Amy Deist

#### Ex-Officio - Present

Paul Randal Cinthia Alvarez

#### Call to Order

Todd Samuel, Chair, called the meeting to order at 4:01 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 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.

#### **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 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

To approve the BFWDC Telecommuting Guidelines and Agreement as presented

 BFWDC PY21 Workforce Innovation and Opportunity Act (WIOA) Sub-Recipient Monitoring Plan and Schedule

To approve the BFWDC PY21 WIOA Sub-Recipient Monitoring Plan and Schedule as presented

- BFWDC Staff Schedule Change and Hours of Operation
  - To approve the BFWDC Staff Schedule Change and Hours of Operation as presented
- BFWDC Cost of Living Adjustment (added after agenda initially published)
  - To approve the BFWDC Cost of Living Adjustment as presented

Todd Samuel called for a motion to approve the consent agenda as presented. Motion moved by Bosse, the second by Ramos, and carried to approval.

### **Chief Executive Officer Presentation**

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

- Additional \$106,348 in Dislocated Worker resources allocated to the BFWDC
- Successful Department of Commerce Award of \$500,000 to provide Outreach to Historically Disadvantaged Communities (OHDC)
- Statewide report processes best practice recognition of BFWDC Program Managers
- Formula and Discretionary program performance accomplishments
- WIOA Title III Appraisal
- Community Development Block Grant (CDBG) enrollments
- Contract extensions for National Dislocated Worker Grants (NDWG)
- The official launch of the Diversity Equity and Inclusion committee
- Cost Allocation Plan submittal
- Lessons learned from United Way funding application

In looking ahead, the BFWDC team will be focused on several business items during the next quarter. These include but are not limited to

- New Economic Security for All (EcSA) contract preparation for \$280,489
- EcSA testimony to the state legislature
- Annual monitoring of BFWDC sub-recipients
- OHDC contract execution, named locally "Together WE Rise"
- Hire new BFWDC staff for OHDC
- BFWDC Board retirement replacement
- Workforce Innovation Fund (\$50M) ask to state legislature via Washington Workforce Association (WWA)
- WorkSource Columbia Basin (WSCB) winter partnership meeting

# **BFWDC Diversification of Funding Plan and Procedure**

Tiffany Scott shared the diversification of funding plan and procedure with members. The guidance will help BFWDC staff strategically plan the number of new funding opportunities to pursue annually. In addition, the criteria are outlined so that the grant-writing phase into the onboarding new staff phase is allowable by utilizing the BFWDC corporate entity funding/account. The BFWDC will not go below \$45,000 in reserve funds while engaging in this activity. BFWDC Leadership will report the intentional growth development with the board.

## **WSCB Business Customer Spotlight**

Crystal Bright introduced team member Amy Deist. Amy shared her experiences in working with customer Shannon Robinson. Shannon came to WSCB for help obtaining her CNA as her employer had cut her hours. She had several obstacles, including the loss of the ability to meet her basic needs, the

inability to qualify for services from other providers, and the delay in receiving her certification. Amy talked about how Shannon utilized training, case management, and basic career services to succeed. Shannon is now working full-time, earning \$18 per hour with her employer thanks to her drive and the support of the WIOA Adult program and the WSCB partnership.

#### **BFWDC Video**

Tiffany Scott shared an outreach video developed by MadCap that summaries our community, local workforce system offerings, and the essence of the BFWDC as narrated by staff. It can be found on the BFWDC website home page (center/right).

Home | Benton-Franklin Workforce Development Council | Kennewick (bentonfranklinwdc.com)

There was no charge to produce this tool. The video will be published on social media platforms and utilized when applying for future funding so that potential funding sources can get a vibe for what we are about.

#### **Attachment Highlights**

Todd Samuel encouraged members to review the contents of their board packet (if they had not already) as it contains valuable programmatic/systematic information and data that assist when interacting with the community as BFWDC ambassadors.

### **Member Updates & Business Engagement**

Lynn Ramos-Braswell provided an update regarding her company. The transit is now offering Sunday service to customers in the Tri-Cities and beyond. She asked that board members and meeting attendees share this development with their networks.

# **Next Meeting**

Quarterly Board Meeting – Tuesday, April 26, 2022, at 4:00 p.m. via Zoom

Adjournment With no further business, To	odd adjourned the me	eeting at 4:54 p.m.	
Todd Samuel, Chair	Date	Tiffany Scott, CEO	Date