



Benton-Franklin Workforce Development Council (BFWDC)
Quarterly Board Meeting
January 25, 2022
4:00 p.m. – Zoom

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

N/A

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 1st 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

