



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

January 25, 2022

3:15 p.m.

Zoom

Present

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

Excused Absence

N/A

BFWDC Staff

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

Call to Order

Todd Samuel called the meeting to order at 3:15 p.m. Todd thanked all for attending the Executive Committee Meeting of the BFWDC and expressed his appreciation for everyone taking time out of their busy schedules.

Roll Call

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

Tiffany reported no excused absences and conducted a roll call of Board Members and BFWDC Staff.

Tiffany welcomed guests and asked that they communicate their name and organization using the Zoom chat feature.

Minutes

Todd Samuel provided the minutes from the November 30, 2021, Executive Committee Meeting for members to review.

Clint Didier moved to approve November 30, 2021, Executive Committee Meeting Minutes as presented, seconded by Dennis Williamson. Motion carried.

Financial Reports as of 10/31/21 & 11/30/21

Jan Warren communicated that the October and November financial statements are in the executive committee meeting packet. The information from October would have been presented in December. However, the December executive committee meeting was canceled. Since the reports are cumulative, she explained the November statements, including October information. Jan started with the Cooperate Entity Balance sheet. There is a slight decrease in the money market and net assets. This is due to a new account that has been created associated with staff costs for non-Workforce Innovation and Opportunity Act (WIOA) projects. The money comes out of the BFWDC reserve. The account is not itemized; it is a general account. The precise detail will be in the BFWDC Main Account. Jan provided

an example when asked, sharing that the staff time dedicated to writing the Outreach to Historically Disadvantaged Communities (OHDC) proposal was paid from this account. Any activity that is not directly benefiting a WIOA grant must be paid for by another source. There was no specific budget set, but there are guidelines that address the minimum amount of resources that will always remain in the BFWDC Corporate Entity account.

Jan discussed the balance sheet for the main account. The outstanding amounts of the Employment Security Department (ESD) and WA State Department of Commerce grants are shown. The revenue and expenditure statement for the main account was shared. There is a new line item for non-WIOA payroll reimbursement. Jan does keep the payroll taxes and salaries intact as far as what is spent because she needs to reconcile those at the end of the year to match with W2s for cost allocation and the annual audit. Jan commented that we should be at 42% of our month-to-month budget; we are running close at 37% and are 90% of the percentage of the current period. The professional service cost of the audit ran a little more than what was budgeted. This was due to the new disaster grants that the BFWDC received. Anything related to COVID-19 relief was reviewed out of the typical WIOA cluster. The auditors examined about twice the number of samples they did in the year prior.

Jan presented the balance sheet for the partnership. There are not many changes. Down in the liabilities section, the Infrastructure Funding Agreement (IFA) reconciliation did occur, which did result in a credit going back to the partners. The IFA adjustments will be going to zero (on the expenditures report). The most considerable expense is the rent and facility costs to maintain the WorkSource building. There is not as much spending this year due to WorkSource being open for appointment only due to COVID-19. Jan reflected that she keeps a strong eye on everything all the time. She stated that the financial health of the BFWDC is in good shape. Jan answered a question saying that salaries and wages are all-inclusive in the one-line item. Payroll taxes and benefits are also included.

BFWDC Staff Schedule Change/Hours of Operation Adjustment

Tiffany Scott reviewed the memo she authored in January that captures the benefits for the BFWDC shifting to a 4-10's work schedule with the BFWDC facility being closed on Fridays. This plays into Tiffany's wanting to retain the talent at the BFWDC. She stressed that it is essential to keep the subject matter expertise that we currently have. Tiffany mentioned that she and the team are mindful of their role as conveners and leaders and the responsibility associated with it. The established relationships with partners, stakeholders, fund sources, board members will not change should the change be implemented. Tiffany mentioned that there are job seekers out there that would be drawn to this type of work schedule when the BFWDC posts new job openings soon. Tiffany highlighted the flexibility to honor a Friday partnership commitment if need be and the communication access to BFWDC leadership utilizing technology.

Adolfo de Leon moved to approve a 4-10's work schedule (Monday-Thursday) with the BFWDC office being closed on Fridays as presented, seconded by Dennis Williamson. Motion carried.

Liaison Report Presentation

David Chavey-Reynaud shared that the December 2020 and December 2021 Liaison Reports are available to members in their packets. On the WorkSource side, there is a continuation of an uptick in the staff-assisted services to job seekers, adding 40 and 161 respectfully. There is a downtrend on the business services side due to seasonal adjustments in addition to getting customers to attend virtual job fairs. There is a climb in Unemployment Insurance (UI) claimants, 37% are in weeks 0-9.

Tri-City (TC) Futures had 11 participants added to the Out of School Youth program. There is no month over month data available for the Open Doors program. TC Futures is revamping how they do their

report. Month over month data will be available next month. David mentioned that the November liaison is public on the BFWDC website.

David shared that under WIOA program outcomes, our sub-recipients are at 97%, and 95% of total participants served and exited. Economic Security for All (EcSA) and Community Development Block Grant (CDBG) information is referenced on page 1 of the report.

David shared that on page 2, he made a change and took out the occupation and certification data as it was stagnating. He added the Metropolitan Service Area (MSA) employment figures for Benton and Franklin Counties. The total number of jobs is reflected. Month over month and year over year numbers are also captured. David interested columns that capture COVID-19 recovery information.

David reviewed the LinkedIn learning figures. The Business Services Team at WorkSource is looking for innovative ways to engage with LinkedIn. Additional information is referenced articulating the ways Business Services are working with employers in the community.

CEO Updates

Tiffany Scott shared that WIT replacement for the state of Washington is underway. The management of the information system used to conduct business will be replaced. The timeline set by the state does take the project well into 2023. Currently, the development of a request for proposal (RFP) is being constructed by strategic teams of relevant professionals with the knowledge to articulate the ask of potential vendors. The advisory and steering committees will also be heavily involved as the transition from Efforts to Outcomes (ETO) to a new system occurs.

Tiffany communicated that the Washington Workforce Association (WWA) is in the middle of sharing their technical paper and one-pager with the state legislature. Additional resources have been tapped to carry this heavy lift. The goal is to get a portion or all of the 50 million dollars for a Workforce Innovation fund allocated to meet the needs of business and job seekers in our local area. WWA has had the opportunity to learn how the state of Oregon association has been prosperous in obtaining 100 million in workforce funding for their local areas.

Executive Member Round Table

Todd Samuel tabled the agenda item until the Quarterly Board Meeting at 4:00 p.m. due to the time available to complete remaining business.

Todd adjourned the regular executive committee meeting at 3:49 p.m. and excused all guests and BFWDC staff except Tiffany Scott, Jan Warren, and David Chavey-Reynaud.

Executive Session

Todd Samuel called to order an executive session of the BFWDC at 3:50 p.m.

Members deliberated on a BFWDC Cost of Living Adjustment (COLA) proposal.

Dennis Williamson moved to approve a one-time COLA salary increase of 5.9% for all BFWDC employees effective January 1, 2022, seconded by Will McKay. Motion carried.

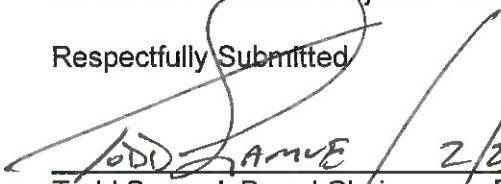
Next Meeting

Executive Committee Meeting – Tuesday, February 22, 2022, at 4:00 p.m. – Zoom

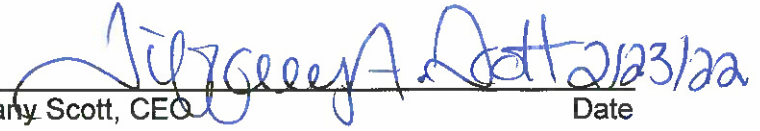
Adjournment

The meeting of the Executive Committee adjourned at 3:49 p.m., and the Executive Session of the Executive Committee adjourned at 3:58 p.m.

Respectfully Submitted



Todd Samuel, Board Chair 2/25/2022
Date



Tiffany Scott, CEO 2/23/22
Date