



**Benton-Franklin Workforce Development Council  
Youth Committee Meeting**

February 15<sup>th</sup>, 2022, 3:30 – 4:30 pm via 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**

1. **Call to Order-** Dennis Williamson/Lynn Ramos-Braswell
2. **Welcome & Roll Call-** Cyndelle
3. **Motion to Approve Youth Committee Minutes-** November 16<sup>th</sup>, 2022 (Needs a Vote)
4. **Introduce New BFWDC Team Member-Carya Bair-** David
5. **WIOA Youth Program Updates-** Cynthia
6. **BFWDC E-Vote Follow-up –** Cynthia
  - Motion to award our subrecipient, Career Path Services, an additional \$30,799, bringing the total contract amount to \$699,254, to continue serving youth and young adults in our community, effective February 15th, 2023.
7. **Together We Rise –** Outreach to Historically Disadvantaged Communities – Isaac
8. **TC Future Updates/Participant Success Story-** Melanie/Heather
9. **BFWDC Request for Proposal Updates-** David
10. **Agency Updates-** All
  - Business Updates, Challenges, Organization Successes, and Upcoming Events.
11. **Next Meeting**
  - Board Retreat – Thursday, February 23<sup>rd</sup>, 2023, from 8:30 a.m. – 4:30 p.m. Richland Library
  - Youth Committee Meeting- Wednesday, May 17, 2023, from 3:30 p.m.- 4:30 p.m. via Zoom
  - Quarterly Board - Tuesday, April 25<sup>th</sup>, at 4:00 p.m. via Zoom

**Attachments**

1. 2022.11.16 Youth Committee Minutes
2. 2022.12 TC Futures Report
3. 2023.01 TC Futures Report
4. 2022.12 OSY Program Performance Summary
5. 2023.01 OSY Program Performance Summary
6. Quaterly Performance Letter

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential  
*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 Service 711*



## Benton-Franklin Workforce Development Council (BFWDC)

### Youth Committee Minutes

November 16<sup>th</sup>, 2022, at 3:30 pm – Zoom.

#### Board Present

Dennis Williamson  
Leticia (Lety) Torres  
Lynn Ramos Braswell  
Robert (Bob) Legard

#### Ex-Officio Present

Cinthia Alvarez

#### Absent

Alicia Perches  
Jamie Ohl

#### Excused

Paul Randall  
David Wheeler

#### BFWDC Staff Present

Becky Tuno  
Cyndelle Wood  
Isaac Estrada  
David Chavey-Reynaud

#### Guests

Kayci Loftus  
Heather Woodruff  
Melanie Olson

#### BFWDC Staff Excused

Cynthia Garcia  
Jessie Cardwell  
Tiffany Alviso

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#### Call to Order

Dennis Williamson called the meeting to order at 3:32 pm.

Cyndelle welcomed meeting participants and provided a roll call of committee members and staff to the board; at 3:56 pm, a Quorum was met.

Cyndelle requested that system partners, guests, and presenters use the chat feature to know who has joined.

#### Motion to approve Youth Committee Minutes

The Minutes from the October 12<sup>th</sup>, 2022, Youth Committee Meeting were provided for members to review.

*Dennis Williamson motioned to approve the October 12<sup>th</sup>, 2022, Youth Committee Minutes as presented, seconded by Lynn Ramos-Braswell. Motion carried to approval.*

#### WIOA Youth Program Updates- David Chavey-Reynaud

David provided a synopsis of the Out of School Youth program summary report provided with the meeting materials. David shared details on the GED completion ceremony in which 27 GED graduates from June to October were celebrated. Outreach, strategic partnerships, and other events were discussed. David asked all to review the Program Performance Summary for more in-depth details and highlights.

Heather shared additional information on our local challenges with homeless youth and available funding through the Department of Human Services in Benton County to offer emergency housing assistance and some subsidized rental assistance to youth in crisis.

Board member Lety Torres inquired about the increased traffic in October at TC Futures.

Melanie Olson, TC Futures Director, shared that Open Doors cannot enroll during the Summer. Applications submitted are in a holding pattern to be processed until August and September, then there is

a large influx of participants through October and November. Traffic typically dips in November and December and increases again in January in preparation for individuals not on track to graduate in June. Melanie summarized that there is an ebb and flow to Open Doors traffic. The Out-of-School Youth program is year-round, but they rely on the school administration to process enrollments. In addition, Melanie shared that they have doubled their staff size, including onboarding another customer service representative and two case managers for Open Doors. With this, they hope to see more consistency and increases in numbers.

David informed members of the ESD Performance Letter that the BFWDC received for the quarter ending June 30<sup>th</sup>, 2022, addressing their Title-One Grants, congratulating Melanie, Heather, and the Team at the TC Futures Center. The Performance Letter is in the meeting materials and encouraged attendees to review it for additional information on outcomes, targets, and actual program outcomes.

**Together We Rise – Outreach to Historically Disadvantaged Communities (OHDC)**– David/Isaac/Becky Isaac shared that through the month of October, they were able to reach underserved populations throughout their identified target underserved communities. They have been able to provide branded incentive items to help connect and incentivize underserved populations. Some OHDC funds have been able to support career fairs, resource fairs, and training, most recently, health fairs and other adjacent events similar to that. They are moving forward with radio ad campaigns and printed and digital material in multiple languages to create more accessibility for the underserved populations in the community. And for this grant’s research component, they completed the focus groups from November 1st to the 11th. They conducted five different focus groups for five identified underserved populations to gather insight and perspective into the barriers, challenges, and the most optimal messaging for communication for these communities. Currently, the data is being coded, and they’ll be able to provide an update on those results soon. They are also creating a community public survey to supplement their focus groups. Some of the questions identified from the focus groups will help formulate the type of questions they’ll have in their community survey. This will help collect quantitative data supplemented with the qualitative data received.

#### **TC Future Updates-** Melanie Olson

Melanie shared that they are exploring different ways to inform the BFWDC Board Members of the TC Futures Center activities and asked if there were any suggestions or would like to see additional information reported on to please let her know. TC Futures was awarded \$10,000 from the Community Health Plan of Washington as the health equity partner – this was an award from a submitted nomination, and these funds are non-restricted. They are presently working towards improving some of the offerings within their software services for the GED program beyond adding computer essentials. Presently, they have Essential Education and are looking to bolster that. Melanie touched on the challenges enrollees face and the work done by the TC Futures Team to connect those individuals to resources so they can be better prepared to complete their academic credentials and move on to self-sustaining wage jobs. Melanie discussed the Customer Profile within the TC Futures report and the highlights of barriers and challenges individuals face. Melanie recognized her Team’s hard work and diligence in providing these services to the community.

**Washington Workforce Association- Stronger Together Conference Takeaways** – BFWDC/TC Futures Staff

Committee Members that attended the WWA conference shared their thoughts and experiences, and the consensus was that they would participate next year.

**Liaison Report-** David Chavey – Reynaud

David covered the Liaison report included in the meeting packet. David asked members to review the information and to reach out if there were any questions.

**Next Meetings**

- Youth Committee Meeting – Wednesday, February 15<sup>th</sup>, 2023, at 3:30 p.m. on Zoom
- Executive Committee - Tuesday, January 31<sup>st</sup>, at 3:15 p.m. on Zoom
- Quarterly Board - Tuesday, January 31<sup>st</sup>, at 4:00 p.m. on Zoom

**Adjournment**

With no further business, the meeting of the Youth Committee adjourned at 4:21 pm.

Respectfully submitted:

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Dennis Williamson, Board Member

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Cyndelle Wood, Administrative Assistant

## DECEMBER 2022

### Monthly Data-December 2022\*

Total program (OSY/Open Door) enrollments: 383 (including carry-ins)

GED month-to-date: 5

GED YTD: 33

Co-enrollment month-to-day: 0

Co-enrollment YTD (Includes carry over): 37

### Summary

December is typically a slower month for traffic due to the holidays, cold weather, and poor driving conditions. Despite these factors, the team at TC Futures worked diligently together and created a month full of well-attended activities, and enrolled 22 new customers in our services.

- The CG Public House prepared and donated a meal for 50+ to enjoy
- Staff and customers created gingerbread houses and made no-bake treats
- Soroptimists brought gifts for women and young families
- Both buildings were decorated with a holiday tree and lights

\*An error was discovered on the datasheets for Open Doors causing enrollment numbers and other data to be incorrect. The formulas have been corrected, and the information in this report should be accurate.

### Student Learning

ESD 123 expanded the Essential Education software platform to include services to address individuals needing extra reading comprehension support. Also, the team is now able to offer new GED pre-tests to add a variety of preparation options.

### Housing Assistance

We continue to work through the issue of access to the Homeless Management Information Systems (HMIS) issue, which has resulted in the temporary suspension of managing the financial aspect of our housing contract. At this time, we are waiting for the Federal Department of Education to weigh in on whether or not we are able to provide information into the HMIS system, as required by our contract. Currently, there is no precedence for allowing Local Education Agency (LEA) to have HMIS access. We are hopeful to have this resolved in the very near future.

Until we receive a response for the federal government, we continue to provide case management services and have been able to transition the fiscal management back to our contractor without any disruption of service to our customers. We will continue practicing in this manner until there is a full resolution to this issue.

### **Continuous Improvement**

TC Futures has been without an adequate means to measure the number of visits of our customers. We are working with the BFWDC and the OHDC funds to introduce a process for tracking traffic as well as develop a means to survey and follow up with customers.

### **Qualified Case Management and Instruction**

Career Path Services experience some attrition and is in the process of hiring a replacement for the open position.

### **Data-driven**

As mentioned above, an error was discovered in the formulas used to calculate some of the data that has been reported out over the past several months. The data and formulas have been reviewed to ensure we are reporting accurate numbers and have the most updated information each month.

### **Moving Forward**

The STEM Foundation, in partnership with several other organizations, responded to a planning grant offered by the Washington Student Achievement Council (WSAC). The purpose of the funding is to:

“employ regionally- and locally-based, innovative and collective-impact strategies to build a culture of credential attainment using a two-generation model”; specifically, to increase exposure to careers and education pathways for all students; to improve the effectiveness of High School and Beyond planning and accelerate the implementation of the Career Connect Washington model to ensure all students, elementary through high school, have a robust career connected learning experiences each year; and to increase direct enrollment of high-school students in post-secondary credential programs, and increase enrollment of young adults and family members returning to education/training.’

We are one of several partners involved in this project and are looking forward to creating, building on and solidifying our community partnerships through our contributions to this grant.

For more information, please contact TC Futures Director Melanie Olson by calling 509-537-1706 or emailing [molson@esd123.org](mailto:molson@esd123.org).

## JANUARY 2023

### Monthly Data-January 2023

Total program (OSY/Open Door) enrollments: (OD+OSY)-Co-enrolled=449 (including carry-ins)  
GED month-to-date: 6  
GED YTD: 39  
Co-enrollment month-to-day: 7  
Co-enrollment YTD (Includes carry over): 45

### Summary

The 6-month HAPO financial literacy workshop series concluded in January. We served 35 unique customers through these courses. HAPO will host the series again this year.

We continue our partnership with Soroptimist of Three Rivers (S3R) philanthropy group. A TC Futures customer was nominated for their "Live Your Dreams Scholarship", a \$2500.00 cash award given to a young woman who is head of household and seeking post-secondary education or training. Announced in January, Olga Preciado, who completed her Dental Assistant training through the OSY Program was selected as the 2022 awardee.

### Student Learning

Independent Living Skills Workshops are offered twice weekly. Topics and lesson plans are provided by the Consumer Financial Protection Agency. These workshops see an average of 5 customers per session.

### Continuous Improvement

Several customers have been identified who need only the math test to complete before obtaining their GED. A focus has been placed on engaging these students in group or individual tutoring.

### Qualified Case Management and Instruction

Alessandro Ibarra began training in January. Gabby will step in half-time to support Open Doors during Mitzy's maternity leave.

### Data-driven

We continue to search for a tool to assist with electronically managing a check-in system. The challenge is finding a means to gather data while remaining in compliance with federal regulations around privacy.

### Moving Forward

Work is beginning on the WSAC Challenge Grant. The TC Futures partnership is working on developing a response to upcoming Career Connected Learning grant funds. ESD 123 is working out details to begin serving Finley School District through Open Doors.

For more information, please contact TC Futures Director, Melanie Olson by calling 509-537-1706 or emailing molson@esd123.org.

**December 2022**

<b>PY22 Out of School Youth (OSY) Program Performance Summary (Cumulative) (Total Contract Amount \$668,455)</b>			
<b>Program Expenditures</b>	<b>YTD Spent</b>	<b>YTD Target</b>	<b>% Target Spent</b>
As of December 31, 2022	\$324,138.97	\$334,227	97%
<b>Enrollments</b>	<b>Actual Outcomes</b>	<b>Monthly to Date Target</b>	<b>Annual Target</b>
Total Enrollments	147	140	197
<b>Exits</b>			
Total Employed Exits	46	51	111
Total Post-Secondary Exits	3	3	6
Total Entered Advanced Training	0	N/A	N/A
Total Registered Apprenticeship Exits	0	N/A	N/A
Placement Rate	82.14%	85%	85%
Median Wage	\$15.39	\$16.00	\$16.00
<b>Services</b>			
Individual Training Account (ITA)	19	10	20
On-the-Job Training (OJT)	1	2	4
Work Experience (WEX)	14	17	35
Pre-Apprenticeships	0	N/A	N/A
Credentials Earned	8	N/A	N/A
<b>Dropout Recovery Services</b>			
General Equivalency Diploma (33 in Progress)	12	12	30

**The strategies listed below were implemented to keep performance outcomes on track.**

**Recruitment and Outreach:**

- Staff attended Kiona Benton High School Career and Education Expo. TC Futures was invited to participate as a vendor to talk to high school students about career and training opportunities. Staff connected with many other area resources, training providers, and employers.
- Staff participates in the Key Connection Coalition, Tri-Cities Mobility Action Group, Mobility Task Force, Food Access and Security Coalition, Human Services Transportation Planning Committee meeting, Behavioral Health Committee, Youth Suicide Coalition, and Human Services Coalition.
- Staff connected with the following organizations to inform them of TC Futures services and referral process: Office of Behavioral Advocacy, Comprehensive Healthcare and Support, Advocacy and Resource Center (SARC).

**Strategic Partnerships:**

- Staff continues its partnership with the Soroptimist of Three Rivers (S3R) philanthropy group. The women of S3R graciously donated food, diapers, wipes, food, and gift cards to TC Futures for the holiday season.
- Staff is working with representatives from Green Hill School, a medium/maximum security juvenile rehabilitation center, on assisting customers who are relocating to Twin Rivers Community Center (TRCC). Staff is also working in partnership with representatives from TRCC on TC Futures services and assisting court-involved youth in finishing their GED and gaining work readiness skills. This has resulted in one enrollment in December.
- In November, leadership reached out to the most utilized CDL training provider, T-Enterprise, to discuss the possibility of a discounted rate due to the rising tuition costs and the large number of referrals sent from Title 1B programs. T-Enterprise ownership informed staff of an upcoming grant that could make tuition more affordable for qualified customers. In December, staff received word that T-Enterprise was approved for a grant, and now customers qualify for discounted prices.



### **The most common challenges encountered by Staff during PY22 Quarter 2**

- **Homelessness:** Staff continues to see an increase in homeless and transient youth that need immediate shelter; this includes youth that is “couch surfing,” homeless, or facing imminent homelessness. The staff has also seen an increase in homeless pregnant or parenting youth that need housing resources. TC Futures is working closely with the Housing Resource Center on TC Futures referrals and continuance of assisting customers with housing needs.
- **Transportation Barriers:** Benton Franklin Transit offers free bus services to youth up to 18, which has helped mitigate this issue. The OSY Program can offer bus passes for those over 18. The prevalent barrier is the lack of a driver's license and car insurance. Gas prices have also created a barrier for customers who do not have car insurance, resulting in the program's inability to assist with gas support services. Staff is working with customers on driver's license obtainment by assisting with driver's education courses, payment for written tests, driving tests, and driver's licenses. Staff is also coaching and assisting customers with car insurance information and resources.
- **Mental and Behavioral Barriers:** These barriers prevent work readiness, and staff needs to address individual needs and refer to the appropriate resources. Staff also provide life skills, youth guidance, and counseling service to needy customers. Staff has been working closely with area mental and behavioral health services and referral processes.
- **Court-Involved Youth:** Youths being referred have various levels of offenses and prolonged minimum security or parole sentences. Staff continues to work closely with partner organizations and leadership to assess the program readiness of customers and how best to serve this clientele.

January 2023

PY22 Out of School Youth (OSY) Program Performance Summary (Cumulative) (Total Contract Amount \$668,455)			
Program Expenditures	YTD Spent	YTD Target	% Target Spent
As of December 31, 2022	\$324,138.97	\$334,227	97%
Enrollments	Actual Outcomes	Monthly to Date Target	Annual Target
Total Enrollments	172	150	197
Exits			
Total Employed Exits	55	60	111
Total Post-Secondary Exits	4	3	6
Total Entered Advanced Training	0	N/A	N/A
Total Registered Apprenticeship Exits	0	N/A	N/A
Placement Rate	79.71%	85%	85%
Median Wage	\$15.88	\$16.00	\$16.00
Services			
Individual Training Account (ITA)	19	12	20
On-the-Job Training (OJT)	2	2	4
Work Experience (WEX)	16	20	35
Pre-Apprenticeships	0	N/A	N/A
Credentials Earned	8	N/A	N/A
Dropout Recovery Services			
General Equivalency Diploma (38 in Progress)	14	14	30

The strategies listed below were implemented to keep performance outcomes on track.

**Recruitment and Outreach:**

- Staff, in partnership with the WSCB Business Services team, met with representatives from the Construction Industry Training Council to discuss their apprenticeship/training programs. The Construction Industry Training Council of Washington (CITC) is a state-licensed vocational trade school for the construction industry offering training throughout Washington State. Staff learned about the 11 programs that provide apprenticeship, construction training, and continuing education. These programs are free of cost; if not already employed, CITC can assist with connecting their participants with industry partners. The staff is working on a referral system and ways to partner further with them.

**Strategic Partnerships:**

- Staff, in partnership with the WSCB Business Services Team, participated in Columbia Basin College’s (CBC) January Workforce Collaboration Committee meeting. CBC instructors and the career division are working together to revamp current programs to fit the needs of their students. They seek to understand the current labor market better and connect students to employers and internship opportunities. Staff provided best practices and suggestions to faculty members on employer engagement and how to encourage students to apply for internship opportunities.

**TC Futures Hiring Event:**

**Lamb Weston Hiring Event:** In partnership with the WSCB Business Services Team, staff hosted a Lamb Weston hiring event in January. The primary location for jobs was the Richland plant. Still, due to the overwhelming attendance of job seekers, they were able to refer and help fill positions at surrounding Lamb Weston facilities. 125 job seekers registered with TC Futures; 94 on-the-spot interviews; 40+ referrals and 26 offers made and more pending hires.

**Work Experience/On-the-Job Training (OJT) Opportunities:** Four (4) WEX and one (1) OJT are scheduled to be completed in Feb-March 2023

- 2 at Domestic Violence Services
- 1 at Opportunity Kitchen
- 1 at Habitat for Humanity
- 1 at Eagle Media Group



STATE OF WASHINGTON  
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

January 10<sup>th</sup>, 2023

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 feel free to share this with your board and entire team, as you see fit, in appreciation of 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<sup>th</sup>, 2022 (March 31, 2022 for employment outcomes):

Outcome	Target	Actual
WIOA Adult Enrollments	82	80
WIOA Adult Employment Placements	62	74
WIOA Youth Enrollments	110	121
WIOA Youth Employment Placements	70	76
Federal EcSA Enrollments	110	125
Federal EcSA Employment Above Self-Sufficiency Wage	40	34
State EcSA Enrollments	22	55

You continue to exceed your targets for exits to employment in the WIOA Adult program while also maintaining high median earnings. In the EcSA program, excellent progress toward meeting, and exceeding, most outcome targets. Additionally, great job launching an electronic approval process for eligibility to connect participants more efficiently to the program and services. 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.

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