

BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL Youth Committee

November 17, 2021 at 3:30 p.m. Location: 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

AGENDA

- 1. Call to Order Dennis Williamson
- 2. Welcome & Roll Call
- 3. Approval of Committee Minutes Chair
 - Youth Committee September 15, 2021 (Needs a vote)
- 4. Welcome Ex-Officio Member- Cynthia
 - Jamie Ohl
- 5. PY21 Subrecipient Monitoring Plan (Needs a vote)- Cynthia
- 6. Benton-Franklin Workforce Development Council (BFWDC) Highlights- Cynthia
 - Efforts to increase non-WIOA Funds
 - Youth Contract and program updates
- 7. Liaison Report- David
- 8. BFWDC Outreach- David
- 9. TC Futures Updates- Melanie
- 10. Other Business
- 11. Next Meetings
 - Youth Committee Meeting Wednesday, February 16, 2022, at 3:30 p.m. on Zoom

12. Adjournment

Attachments

- September 15, 2021, Youth Committee Minutes
- Jamie Ohl- Ex-Officio Application
- PY21 Subrecipient Monitoring Plan
- Youth Program Performance Summary-October
- TC Futures Update October
- Liaison Report October

Benton-Franklin Workforce Development Council Youth Committee Minutes

September 15, 2021 3:30 pm – Zoom

Absent

Present
Dennis Williamson
Alicia Perches
Lynn Ramos-Braswell

Excused
Bob Legard
Cinthia Alvarez

Staff/Partners

Tiffany Scott, BFWDC
David Chavey-Reynaud, BFWDC
Diana Hamilton, BFWDC
Cynthia Garcia, BFWDC
Jamilet Nerell, BFWDC
Mark Wheaton, TC Futures

Ex-Officio Darryl Banks

Darryl Banks
Paul Randall

Call to Order

Dennis Williamson called the meeting to order at 3:32 pm. Members responded as Cynthia Garcia called roll.

Approval of Committee Minutes

Members received copies of the May 19, 2021, Youth Committee Meeting minutes for review.

Alicia Perches moved to approve May 19, 2021, Youth Committee Minutes as presented, seconded by Lynn Ramos-Braswell. Motion carried.

TC Futures Director Position Updates - Tiffany

Mark informed members that he had submitted his resignation from his position as the director of TC futures. ESD123 has posted the position, and Troy from ESD123 informed us that they had seen a strong applicant pool so far. As soon as next week, there will be interviews for that position. Our partnership at TC futures enabled us to review and provide feedback on the job description and be part of the interview panel. The BFWDC will play an integral part in selecting the next TC Futures Director.

Tiffany took the opportunity to thank Mark Wheaton for all he has done. Thank you, Mark, for your leadership, expertise and for finding the property where TC Futures is now housed. Best wishes in your future endeavors.

BFWDC Updates– Cynthia

PY21 State Monitoring Updates: Cynthia announced that the state monitoring visit scheduled for next month during the week of October 4, 2021, has been rescheduled for May 23 -27, 2022. Rescheduling gives the BFWDC and subrecipient staff more time to ensure participant files are compliant with the federal, State, and local policies and data element validation requirements. Cynthia thanked Tiffany for bringing the scheduled change request to the State Monitors as they were here at the beginning of this year.

Measurable Skills Gain Policy: Cynthia informed members that the BFWDC Team has created a Measurable Skills Gain Policy to provide official guidance to our subrecipients on the requirement of documenting the participant's progress while attending education and training services as required for

Federal Reporting. She also informed the committee that all of the information in the policy has already been provided to our subrecipient in the form of a program notice or technical assistance. Cynthia informed members that we (BFWDC) will be requesting a motion from the full board at the end of October for their review and approval.

Data Element Validation Policy: Cynthia informed members that the BFWDC team created this policy to guide Data Element Validation (DEV) requirements specific to Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth, Adult, Dislocated Worker, Trade Adjustment Assistance (TAA), and discretionary programs. Local workforce boards must implement local policies and internal procedures to fulfill the State's annual assessment to identify the accuracy of prescribed data elements. Cynthia indicated that this policy will also be taken to the full board at the end of October for review and approval.

WIT Replacement Updates: All 12 WDCs are working with ESD on the Washington Integrated Technology (WIT) Replacement project to acquire a new case management solution to replace Efforts to Outcomes (ETO) and the existing labor exchange platform. We want to ensure the system meets the program management and operational needs of all WIOA partners.

ESD hired the Athena Group to facilitate multiple sessions to design and develop a decision-making process and operating framework to define the scope of the WIT Replacement project. Once that work is completed, they can issue a Request for Proposal (RFP), review potential solutions, and select a vendor and solution. They hope to release the RFP sometime early next year.

Jamilet added that the Athena Group provides a series of sessions to identify and agree upon the factors needed to support a constructive and productive product. Cynthia indicated that we would be providing updates as the project continues.

Youth Program Highlights: Cynthia provided an update on the status of the PY21 Youth contract. Cynthia informed members that the Youth Contract had been thoroughly reviewed and was approved by the Benton County Deputy prosecuting attorney. This process is taking longer than prior years as we could not use the DocuSign process like we did last year, per new County requirements. We continue with the required signature process and hope to have fully executed contracts sometime in October.

Cynthia took the opportunity to recognize Career Path Services (CPS) for last program years outcomes. Last year, the youth program served 200 youth and young adults; 70 were connected to employment opportunities and post-secondary education. We recognize that the pandemic presented and continues to present challenges, especially to youth in our community. We have a dedicated team recognized for finding solutions to continue to serve the most in need. Cynthia presented a letter from the Employment Security Department (ESD) recognizing the Youth Program for their performance outcomes.

Occupations in Demand Committee: Jamilet thanked all attendees who provided their recommendations to the OID List. Jamilet named all participating agencies. Jamilet explained that on August 18, the Occupations in Demand Committee (OID) met to review the recommendations provided by our system partners. This meeting takes place once a year. The OID committee's purpose is to ensure projections and the current economic State in our area are reflected on the Benton-Franklin OID list. Recommendations are inclusive of Committee Members, Board Members, and System Partners. Jamilet also indicated that the local recommendations were submitted to the State on August 25. This year we submitted the most recommendation than any other year. It was a total of 87 recommendations.

TC Futures Update – Mark

Mark went over the TC Futures September Report. He informed members that after his departure, Cynthia and Jasmine from CPS will be working with Amy from TC Futures to ensure the reports are created every month. Mark presented the new format of the report where demographics are included and a success story focusing on co-enrollments. He informed the board that we had more than 50 youth that has completed their GED, and we anticipate the number to continue to go up as our center is now providing in-person services 100%. Mark asked members if they were interested to see other information to let us know. Mark informed members about the community event occurring at TC Futures. The purpose of this event was to re-introduce TC Futures to community partners. Some of the partners that have already confirmed their attendance are SARC, Legal Counsel for Youth and Children, Three-Rivers Therapy, Job Corps. TC Futures considers all social distancing and safety protocols. TC Futures wants to move forward with having small events possibility every other month or quarterly.

Cynthia thanked mark for the information provided and reminded board members to provide feedback on the TC Futures report; if there are interested to see other information, this is the opportunity to inform us.

Liaison Report - David

David explained that the August liaison report had a new element; a month-over-month change represented red for decline and green for incline. These changes are largely seasonal and year-over-year; you can see patterns for our area. There is still a strong showing in Benton and Franklin in terms of recovery; the percentage change from this year compared to last year is 135% to 219%. In total, staff assistance to jobseekers and staff assisted services to job seekers; there is a small decline compared to 2019 or pre-pandemic levels. It's down 9%, or down 2% in total staff-assisted services. We are still significantly up in our business services. In 2020, we served 48 unique businesses, and in 2021, we have served 201. That's an increase of 319%, and in 2019, we only served 56, so it's an increase of 259% from there. The unemployment rate has dropped significantly compared to last year, even last month. Even prepandemic levels were at 4.5% unemployment in Benton County, 4.9 and Franklin compared to 2019, that was at 5.2 and five or by 5.2 and 5.8 respectively, we are doing well with jobs right now, even if you compare it to COVID-19.

The COVID-19 job recovery charts there at the bottom; we have dropped a little bit there. If you remember from our July liaison report, we had that number at 108%. David uses the most up-to-date ESD numbers, which is a preliminary estimate, followed by solidified figures the following month. The previous month wasn't sitting at 108. It was sitting at 98%. I just wanted to assure everybody the swing is not a full 16 percentage points; it is just six. Starting next month, we should start seeing much more stable numbers.

Childcare Awareness Presentation- Suzanne Suyama

Suzanne provided an overview of their programs called Child Care Aware. This is a community-minded enterprise based in Spokane. They have several services up in Spokane, including recovery services, early learning services, services to help people with disabilities get back to work, and they also have an office down here in Pasco that employs about 20 people, specifically around early learning issues. Suzanne provided copies of several flyers (attached to the meeting packet). Suzanne provided information about a current grant through the Department of Health that TC Future customers can benefit from. Suzanne indicated that due to pandemics, all services are virtual.

Tiffany asked how they see their organization partnering with TC Futures. Suzanne indicated that at this time, she would like to share information about their programs with TC Futures customers, so youth are aware of the resources that are available for youth pregnancy and parenting. Cynthia informed Suzanne

about an upcoming event at TC Futures for community partners to tour the facility, learn more about TC Futures. Cynthia recommended Suzanne connect with Mark or Kayci to learn more about the event should they be interested in participating.

Other Business

Dennis provided information about what is happening in the electrical construction world and the need for Material Handlers. Dennis offers his time to meet and speak with anyone interested in apprenticeship opportunities. Dennis provided an overview of what are the minimum requirements for a material handler. For those that would like to become an apprentice, they would need to be a high school diploma or GED with a C or better in algebra. Cynthia will be connecting the Business Service Team to Dennis to ensure our Team assist with the current material handler positions.

Tiffany reminded board members of our coming full board meeting on Tuesday, October 26, at 4 pm.

Next Meeting

Youth Committee Meeting – November 17, 2021, 3:30 pm at Zoom

Adjournment

With no further business, Alicia moved to adjourn, seconded by Dennis. Motion carried. The meeting adjourned at 4:30 pm.

Respectfully submitted:	
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Dennis Williamson, Chair	Cynthia Garcia, Youth Program Manager

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.

The following are excerpts from our By-Laws telling the responsibilities of an Ex-Officio Member.

- 4.7 Ex-Officio Member. Ex-Officio (non-voting) members do not have the right to vote at Board meetings, make or second a motion at a Board meeting, or count towards a quorum at a Board meeting.
- 6.4 Number and Tenure. The number of directors shall be not less than twenty-one (21). Ex-Officio (non-voting) members of the Board shall include the designees of the Parties and any other individuals designated by the Board.
- 6.4.1 Ex-Officio members do not count toward the total number of board members.
- 6.10 Ex-Officio members do not count towards a quorum.
- 6.12 Conflict of Interest. Pursuant to the Act, and consistent with Chapter 42.23 Revised Code of Washington, & Section C, General Administration, Provision #440 conflict of Interest, no Director or Ex-Officio member shall cast a vote on the provision of services by that Director/Ex-Officio (or any organization which that Director/Ex-Officio represents) or vote on any matter which would provide direct or indirect financial benefit to the Director/Ex-Officio(or to any agency that Director/Ex-Officio represents). Additionally, Directors will adhere to the code of conduct outlined in Appendix A, attached.
- 8.1 Standing and Temporary Committees. The Board may from time to time appoint standing or temporary committees from its own number and may include Ex-Officio members and invest such committees with such powers as it may see fit, subject to such conditions as may be prescribed by the Board and the applicable law. The Board Chairman shall nominate the Chairman of any committees. That recommendation shall be ratified by the Executive Committee. The Committee Chairman shall keep the Board advised of all activities pertinent thereto. The designation of any such committee and the delegation of authority thereto shall not relieve the Board, or any member thereof, of any responsibility imposed by law. The Committee Chairman shall determine and appoint a number of Ex-Officio members that shall have the right to vote on any standing committee to which they may be appointed.
- 8.3 Advisory Committees. The Board may from time to time appoint advisory committees composed of, but not limited to, individuals who are members of the Board. The advisory committees will perform vital fact finding and evaluation functions for the Board. Recommendations of these committees will be given careful consideration by the Board. The Chairman of such advisory committees, if not a Board member, shall serve as an Ex-Officio member of the Board to the extent determined by the Board. The Chairman, of the advisory committee(s), shall keep the Board advised of all activities pertinent thereto.



Date:			
First Name			Last Name:
Name of Busine	ess or Company:		Type of Business:
Address:			City, State, Zip:
Phone:			Cell Phone:
Email:			Job Title:
What education	n or skills could you o	contribute to our board	d? Check all that apply.
Accounting	Ma	anagement	Public Relations
Investment	Ma	arketing	Education
Personnel	Fu	und Raising	Economic Development
Other			
Can you regular	rly attend board or com	mittee meetings?	
Yes	No		
How did you hea	ar about our organizatio	on?	
Other organiz	ations or volunteer	affiliations that you h	nave or have had.
Please return	n completed applic	ation to:	or to:

If you have any questions, please contact Cynthia Garcia at cgarcia@bf-wdc.org or 509-734-5986

Cynthia Garcia

cgarcia@bf-wdc.org

Benton-Franklin Workforce Development Council

815 N. Kellogg Street, Suite C

Kennewick, WA 99336

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
Youth Program 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
Adult Program 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
Dislocated Worker Program 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
PY19 Rapid Response Increased Employment 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
Disaster Recovery DWG 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
Employment Recovery DWG 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
One-Stop Operator 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
Economic Security for All–Connell 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
Community Development Block Grant (CDBG) 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
BFWDC Monitoring Team:	BFWDC Monitoring David Chavey-Renaud, Chief Operating Officer Diana Hamilton, Workforce Programs Manager/FO) Manage	Nerell , Community r Cardwell , Programs		



October 2021

PY21 Out of School Youth (OSY) Program Performance Summary (Cumulative)				
Program Expenditures	YTD Spent	YTD Target	Total Contract	
As of September 30, 2021	\$145,948.45	\$176,106.00	\$779,699	
Enrollments	Actual Outcomes	Monthly to Date Target	Annual Target	
Total Enrollments	132	127	230	
Exits				
Total Employed Exits	23	26	120	
Total Post-Secondary Exits	3	3	9	
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	\$15.05	\$14.75	\$14.75	
Services				
Individual Training Account (ITA)	3	7	30	
On-the-Job Training (OJT)	2	1	8	
Work Experience (WEX)	4	10	42	
Pre-Apprenticeships	0	N/A	N/A	
Credentials Earned	3	N/A	N/A	
Dropout Recovery Services				
General Equivalency Diploma (34 in Progress)	8	7	30	

Strategies listed below were implemented to increase performance outcomes currently behind the target

Program Expenditures: Youth staff continues to enroll customers and offer WEX, OJT, ITA, and wrap-around supports to help youth skill up and be successful in employment.

Total Employed Exits: To increase employed exits, the following activities are in place:

- Youth staff continue to share weekly hot jobs lists on social media as well as via email.
- Youth staff hosted two "Meet the Employer" events in October. Hiring managers from Safeway, Albertsons, and Food and Manufacturing Sanitation Expered (PSSI) participated resulting in two hires with the potential for more and several job referrals. Moving forward "Meet the Employer" Events will continue at least once a month.
- Guest Resource Specialist continues to focus on assisting participants with their resumes and employment search.
- Eleven resumes have been submitted to Business Services Team for placement.

Training Services (ITA's): There are eleven (11) ITA's in progress with expected end dates between October- December 2021. Some of those partnerships/activities to increase training services include but are not limited to:

- Collaboration with Dennis Williamson, former Training Director of the IBEW Local 112, to discuss electrical apprenticeship and Material Handler opportunities and pathways for youth.
- Collaboration with ProTrain , training provider, to discus training in IT Specialist, Quickbooks and Administrative Assistant Technician.

Work Experience (WEX): There are several WEX opportunities in the works and will be reported in future months; some of those employers include: Woodsprings Suites Hotel, Honey Baked Ham, Veterans Warehouse Thrift store, Tri-Cities Residential Services, Costco, Les Schwab and Yokes.

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October 2021 Liaison Report

Program Year July 2021-June 2022



A proud partner of the American Job Center network

Providing Employment and Training Services to Job Seekers and Employers

Total Staff Assisted Job Seekers: 485 (-17)

Total Staff Assisted Services to Job Seekers: 1502 (+18)

Unique Number of Businesses Served: 116 (-57)

Staff Provided Business Services: 189 (-90)

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): 239 (+43)

Out-of-School Youth (OSY) Program: 132 (+10)

Open Doors Program: 169 (+38)

Co-enrolled in Both Programs: 62 (+5)

Total OSY attained GED: 8 (-7)

Total OSY Employed and/or Post-Secondary Exits: 26 (+13)

Average Wage: \$15.05 (\$0.45) Placement Rate: 82% (-3.86)

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): 447 Total Employed Exits (YTD): 137 Monthly-to-Date Target: 448 (100%) Monthly-to-Date Target: 158 (87%)

Additional BFWDC Programs

Economic Security for All (EcSA)

Participants Served (YTD): 63 Monthly-to-Date Target: 80

Total Employed Exits: 13 Monthly-to-Date Target: 50

Community Development Block Grant (CDBG)

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

NOTE: Starting July 1st, 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 (September)

Employment Security Department Labor Market Information

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

Top Occupations

Top Licenses and Certifications

- Registered Nurses
- Laborers and Freight, Stock, and Movers
- Sales Representatives
- Managers, All Other
- Supervisors of Retail Sales Workers
- Heavy and Tractor-Trailer Truck Drivers
- **Customer Service Representatives**
- Maintenance and Repair Workers

- Driver's License
- Registered Nurse
- **Advanced Cardiac Life Support Certification**
- **Certified Teacher**
- CDL Class A
- **Certified Nursing Assistant**

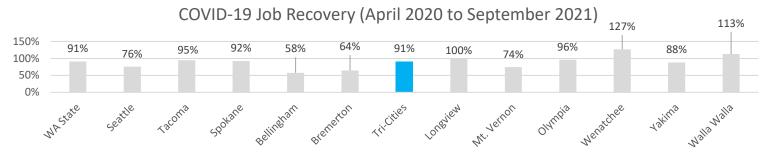
First Aid CPR	Benton	Franklin
Unemployment	3.7%	4.2%
Average Wage (2019)	\$33.91	\$24.7

Other News

LinkedIn Learning	Invited	Activated	Courses	Courses	Videos	Videos
Licenses		Licenses	Viewed	Completed	Viewed	Completed
8/9 - 10/31/21	130	74	249	49	1472	1219

Notes: Engagement reporting is inclusive of all users under the Benton Franklin Workforce System (BFWDC Staff, WSCB Staff & Customers, TC Futures Staff & Customers.) As of October 2021, DVR partner staff will not use LinkedIn Learning for professional development as their agency has obtained their own licenses. DVR staff will continue using the WSCB licenses to offer online learning to customers.

- WSCB was recognized as one of the top users of QTRAC, the customer scheduling tool, across the state. We have requested functionality to track walk in customers and are expanding our reporting portfolio. We were also able to build in appointment reminder language informing of check-in protocols.
- The business services team hosted the Virtual Holiday Hiring event on October 21st, 2021. Despite an active communication strategy, attendance at the event was low: 9 employers and 5 job seekers.
- Due to a decrease in virtual job fair attendance over the past 2 months, the team will be pausing on hiring events during the month of December.



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 www.bentonfranklinwdc.com

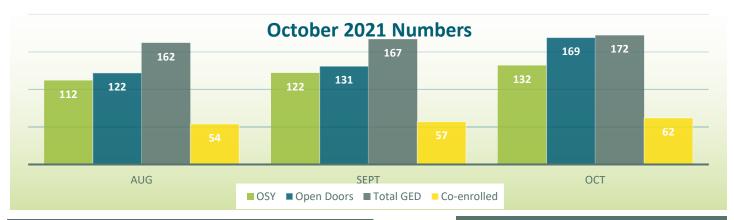
Contact us at 509-734-5980





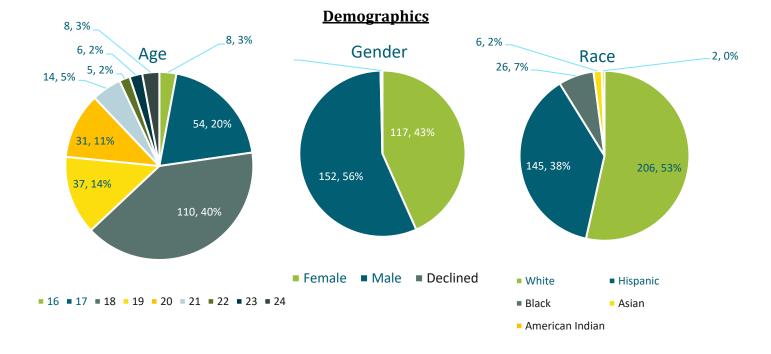
Update

On October 1st, Melanie Olson joined the team as TC Futures Director. She comes to TC Futures with a background in Behavioral Health and Workforce Development.



GED Testing					
Month	Total	Passed	Graduates		
August	42	27	4		
September	41	33	5		
October	32	20	5		
Total	115	80	14		

TC Futures Center Traffic				
Month	Total			
August	348			
September	347			
October	270			
Total	965			









Success Story

On October 7th, TC Futures celebrated the graduation of 22 GED Recipients. Many grads shared their accomplishment with their families and other loved ones. Each person was presented to the audience with a story about their success by their primary TC Futures support team member. One graduate spoke on his own behalf and shared his story.

The significance of what he presented was not only the perseverance and will to accomplish a goal but how each person who serves our customers had touched his life so that he could make that goal happen. This is the true embodiment of how teamwork, compassion and persistence collide to ensure a persons' needs are met for them to become successful.

Upcoming Events

11/3/2021- Domestic Violence Awareness Training
11/3/2021 Meet with Associated General Contractors Org
11/4/2021 Meet with new staff at Columbia Safety
11/10/2021- Electrical Apprenticeship Workshop