

Benton Franklin Workforce Development Council

Executive Committee Minutes

October 27, 2020

3:00 p.m.

Zoom

Present

Todd Samuel, Chairman
Adolfo de Leon
Amanda Jones
Dennis Williamson
Comissioner Clint Didier

Excused

Melanie Olson

Absent

Commissioner Jim Beaver

Staff

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

Guest

Crystal Bright, WSO
Kayci Loftus, CPs
Emily McCann, CLA
Monique Didier, CLA

Call to Order - Todd

Todd Samuel called the meeting to order at 3:00 p.m. and thanked everyone for attending. Becky read through the roll while members and guests introduced themselves.

Minutes – Todd

Minutes from September 29, 2020, Executive Committee Meetings were provided to members for review.

Dennis Williamson moved to approve September 29, 2020, Executive Committee Meeting minutes as presented, seconded by Adolfo de Leon. Motion carried.

Audit Report Presentation – Emily McCann and Monique Didier

Emily explained that she was responsible for the overall audit, and Monique was responsible for the day to day on-site operations. They both specialize in non-profit agencies. They presented a PowerPoint with a review of the BFWDC Annual Audit. There was a finding stating that the federal portion of Families Forward Washington (FFW) was omitted from the Schedule of Expenditures of Federal Awards (SEFA) initially prepared by management omitting the Catalog of Federal Domestic Assistance (CFDA) number. The SEFA was corrected before the completion of the audit. We received unmodified opinions throughout. Their recommendation is to review the summary page of any new grant and confirm with the funder the percentage, if any, of federal funds. There were no findings in the compliance areas.

Todd asked if there were any recommendations or observations. Emily shared that Tiffany and Jan have done a great job of following up on past findings and making sure everything is in place to ensure they don't happen again. The controls that the organization has in place all seem to be working properly.

Jan expressed her appreciation to Emily and Monique for their input during the audit process.

Finance Reports – Jan

Jan provided the printed Finance Reports through August 2020

- **Corporate Entity:** Jan reported that there is minimal change month to month on this account. The monthly interest has been added to the Money Market Account.
- **Main BFWDC Account:** Jan shared that this was a unique month. There is a significant increase in the negative cash due to the timing of the A-19 and the EFT deposits. We are at about 16.7% in expenditures for the year. She walked through the line items.
- **WorkSource:** Jan shared that there is not much change on the balance sheet. The expenses are in line.

PY20 OID List - Jamilet

Jamilet shared that each year all WDCs receive the Occupations in Demand (OID) List from the Employment Security Department that reflects the status of the local economy when it comes to occupations. As part of the OID Committee, our board members, partners, and leadership met and reviewed the provided list. Included in the packet is a list of recommended changes to send back to the

state. Todd expressed that Jamilet did a great job of facilitating the review meeting. Jamilet thanked everyone for their participation in the review.

Amanda Jones moved to approve the suggested changes to the BFWDC OID List, seconded by Dennis Williamson. Motion carried.

Families Forward Washington Contract Modification (FFW) - Jamilet

Jamilet presented a memo explaining the FFW Contract Modification with Goodwill. The modification has been approved by the Adult & Employer Linkage Committee. Additional funds added came from travel, outreach, and salary/benefits within the admin portion of the grant to avoid a surplus at the end of the grant in June 2021. The additional funds will be used to assist new participants with tuition and training fees.

Jamilet shared that Goodwill has met and exceeded expectations and created a community within Benton and Franklin Counties to serve noncustodial parents seeking training and employment opportunities. Todd shared that he is happy this partnership went well and looks forward to other projects together.

Adolfo de Leon moved to approve Goodwill Industries of the Columbia Families Forward Contract Modification 3 to increase their award by \$25,675, bringing the total from \$477,894 to \$503,569 effective November 2, 2020, seconded by Amanda Jones. Motion carried.

Liaison Report – David

David shared that he has taken over the Liaison Report from Cynthia and will be presenting it for the first time this month. Todd congratulated Cynthia for doing an excellent job creating and presenting this report. David explained that she made it very easy and seamless.

David walked the committee through the data shared on both sides of the report. He explained that we are slowly closing the gap caused by COVID-19. Dennis asked about the GED success rate and how many have a challenge with internet access. Cynthia indicated that the Youth Committee would be receiving a one-page TC Futures report with more information about GED success rates and other activities happening at the youth center. She will be asking board members for feedback before sending it out to the Executive Committee.

Amanda asked about having a comparative number for the same period for the prior year. Todd expressed concern about adding more information to the report as it is a public-facing document. David suggested including the Liaison Report from the same month last year to the Executive Committee packet for comparison, but leaving percentage changes off of the report itself.

David would like to reduce the amount of space State, and ESD information takes up on the second page and increase the pace dedicated to reporting on WDC and Subrecipient activity.

Other Business – None

Roundtable:

Members were allowed a time to share things that are happening in their venues of work.

NEXT MEETING


Executive Committee Meeting – Tuesday, November 24, 2020, at 4:00 p.m. – Zoom

Quarterly Board Meeting – Tuesday, January 26, 2020, at 4:00 p.m. – Zoom

ADJOURNMENT

The meeting of the Executive Committee adjourned at 3:57 p.m.

Respectfully submitted

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12/23/2020
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Todd Samuel, Board Chair Date

DocuSigned by:

12/23/2020
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Becky Smith, Office Manager Date