

BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL

Executive Committee Meeting

August 25, 2020, at 4:00 PM
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** - Todd Samuel
 - Excused Absences
2. **Welcome & Introductions**
3. **Approval of Committee Minutes**
 - Executive Committee – July 28, 2020 (Needs a vote)
4. **Finance Reports** – Jan
5. **BFWDC Team Updates** – Tiffany
6. **COVID-19 Physical Facilities Updates** – Tiffany
7. **Liaison Report** – Cynthia
8. **Next Meeting**
 - Executive Committee Meeting – Tuesday, September 29, 2020, at 4:00 PM at Zoom

Attachments

- a. Executive Committee Minutes, July 28, 2020
- b. Finance Reports, June 2020
- c. PY19 Grant Status, June 2020
- d. Liaison Report – July 2020
- e. WorkSource Operator Monthly Report, July 2020

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

Benton Franklin Workforce Development Council

Executive Committee Minutes

July 28, 2020

3:15 p.m.

Zoom

Present

Todd Samuel, Chairman
Adolfo de Leon
Dennis Williamson
Amanda Jones

Clint Didier, Commissioner

Excused

Melanie Olson

Absent

James Beaver, Commissioner

Staff

Tiffany Scott
Becky Smith
Jan Warren
Diana Hamilton
Jamilet Nerell
Cynthia Garcia

Guest

Crystal Bright

Call to Order - Todd

Todd Samuel called the meeting to order at 3:15 p.m. and thanked everyone for attending.

Minutes – Todd

Minutes from May 26, 2020, and June 30, 2020, Executive Committee Meetings were provided to members for review.

Dennis Williamson moved to approve May 26, 2020, and June 30, 2020, Executive Committee Meeting minutes as presented, seconded by Adolfo de Leon. Motion carried.

Finance Reports – Jan

Jan provided the printed Finance Reports through May 2020

- **Corporate Entity:** Jan shared that the only change was the added interest income.
- **Main BFWDC Account:** Jan reported that the cash line item is negative due to the A-19 payments received after the end of the month. She shared that because of the pandemic, there are some variances. She went through the line items explaining the reasons for them. There were some necessary expenses to accommodate the work at home needs of staff. For two year grants, the funds will be available next year. The usual performance requirement of 80% spent or obligated was waived for this year. The youth and adult programs exceeded 80% of the contract amount. The DW program spending was well below 80% of the total contract. There were a number of challenges related to the performance of the previous service provider.
- **WorkSource:** The WorkSource Account has two line items under budget due to the facility closure due to COVID-19. Several maintenance items have been delayed until next year. No supplies are currently being purchased. The Outreach budget will be spent by year-end.

Todd asked about carry-in for PY20. We are 80% spent on the Youth and Adult programs and 60% for DW that will carry over to next year. We also have administrative funds to help us be in a strong position for PY20.

Liaison Report – Cynthia

Cynthia shared the June Liaison Report. She welcomed everyone's input. The information on the top 5 occupations and employers has not been updated for June as of yet.

BFWDC Update – Tiffany

- The pandemic has caused many staff members to put travel on hold. We modified the annual leave accrual maximum from 300 to 450 hours temporarily. As always, employees are encouraged to take vacation time.
- We received the Draft Monitoring Report from the State. No findings were reported.
- The WSCB Partnership MOU was finalized through June 30, 2023. The IFA will be revised on an annual basis.

- We have received our Notice of Fund Availability for the Disaster Recovery grant for the amount of \$589,613. We have submitted our budget and Statement of Work and anticipate getting \$596,781 for Employment Recovery soon. Tiffany shared that we have received a \$1.18 million increase in the last three months, with an 18% increase in formula funds. These increased funds will help serve the community during this crisis. We will be utilizing the sole source component of the policy to award contracts to the Benton Franklin Workforce Consortium and Career Path Services.
- An application for a United Way grant has been submitted for \$40,000 to help 100 youth and young adults with their housing needs.
- CliftonLarsonAllen LLC has been working on our pre-audit. We anticipate the full audit to be conducted the week of September 14.
- The Families Forward Washington program has reached a milestone in that they have met their enrollment target of 56. They will continue to enroll as funds are available.
- We had board members attended the virtual NAWB conference.
- Tiffany attended an online economic recovery conference and moderated one of the breakout sessions.
- Board staff continues to serve on many statewide workgroups and committees.
- We are looking forward to hiring our Programs Coordinator in August. We will be making the next steps to hire a new COO.

Todd asked when we anticipate WorkSource being opened. Tiffany explained that we are still in Modified Phase 1 of the Governor’s Safe Start plan. Our priority is the safety of staff. Although the staff is working to secure the appropriate PPE, there is still work to be done before opening the building. There was a conversation on how and when to open the building to the public safely. It is a strong testament that our customers are now being served virtually. Resources and staff are positioned to help.

Tiffany shared that we are looking at purchasing the Brazen platform for future virtual job fairs. There is an ongoing conversation in the Business Services Unit about future job fairs.

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, August 25, 2020, at 4:00 p.m. – Zoom

Quarterly Board Meeting – Tuesday, October 27, 2020, at 4:00 p.m. – Zoom

ADJOURNMENT

The meeting of the Executive Committee adjourned at 3:47 p.m.

Respectfully submitted

Todd Samuel, Board Chair Date

Becky Smith, Office Manager Date

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 10 - Corporate Entity
 As of 6/30/2020

		Current Period Balance
Asset		
Cash (Checking Acct - CE)	1110	612.77
Corporate Entity MM Account	1111	45,948.10
CE 12 month CD	1112	51,820.97
Accounts Receivable	1200	1,187.82
Total Asset		99,569.66
Liabilities		
Accrued Vacation Payable	2500	51,663.58
Due to/from other funds	2990	(12,000.00)
Total Liabilities		39,663.58
Net Assets		59,906.08
Total Liabilities and Net Assets		99,569.66

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 20 - WDC Main
 As of 6/30/2020

		Current Period Balance
Asset		
Cash (Bank Acct - WDC)	1120	(44,657.02)
Accounts Receivable	1200	24,949.11
AR Prior year	1210	5,955.65
Receivable (Grants)	1300	326,999.42
Total Asset		313,247.16
Liabilities		
Accounts Payable (AP System)	2000	340,602.19
Due to/from other funds	2990	12,000.00
Total Liabilities		352,602.19
Net Assets		(39,355.03)
Total Liabilities and Net Assets		313,247.16

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
20 - WDC Main
From 7/1/2019 Through 6/30/20
(In Whole Numbers)
Excel spreadsheet with Budget

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Percentage of current period</u>	<u>Annual Budget</u>	<u>Percentage of Total Budget</u>	<u>Variance from Budget</u>
Revenue						
Grant/Contract Revenue	3,143,007	3,614,034	86.97%	3,614,034	86.97%	471,027
Interest	4	0	0.00%	0	0.00%	(4)
Misc/Other Revenue	309,878	339,600	91.25%	339,600	91.25%	29,722
Total Revenue	<u>3,452,889</u>	<u>3,953,634</u>	<u>87.33%</u>	<u>3,953,634</u>	<u>87.33%</u>	<u>500,745</u>
Expenses						
Sub-Recipient Reimbursements	2,576,541	3,008,932	85.63%	3,008,932	85.63%	432,391
Rent and Facilities	63,493	76,208	83.32%	76,208	83.32%	12,715
Salaries and Wages	446,216	460,179	96.97%	460,179	96.97%	13,963
Payroll Taxes and Benefits	132,942	142,096	93.56%	142,096	93.56%	9,154
Professional Services and Contracts	42,924	63,500	67.60%	63,500	67.60%	20,576
TC Futures	53,043	58,900	90.06%	58,900	90.06%	5,857
Travel and Training	30,650	57,995	52.85%	57,995	52.85%	27,345
Supplies, Furniture and Equipment	31,087	13,500	230.27%	13,500	230.27%	(17,587)
Equipment and Software - Rental and Maintenance	27,969	26,292	106.38%	26,292	106.38%	(1,677)
Communications (Telephone, Postage and Internet)	5,290	3,037	174.19%	3,037	174.19%	(2,253)
FFW Outreach	19,635	21,500	91.33%	21,500	91.33%	1,865
Insurance	7,582	7,600	99.76%	7,600	99.76%	18
Dues, Fees and Subscriptions	15,519	13,895	111.69%	13,895	111.69%	(1,624)
Total Expenses	<u>3,452,890</u>	<u>3,953,634</u>	<u>87.33%</u>	<u>3,953,634</u>	<u>87.33%</u>	<u>500,743</u>
Net Surplus/ (Deficit)	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>	

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 30 - WSCB Partnership
 As of 6/30/2020

		Current Period Balance
Asset		
Cash (Bank Acct - WSCB)	1130	60,195.60
Accounts Receivable	1200	1,314.16
Total Asset		61,509.76
Liabilities		
Accounts Payable (AP System)	2000	1,470.00
Total Liabilities		1,470.00
Net Assets		60,039.76
Total Liabilities and Net Assets		61,509.76

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30 - WSCB Partnership From 7/1/19 Through 6/30/20
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>Current Period Budget</u>	<u>Percentage of current period</u>	<u>Annual Budget</u>	<u>Percentage of Total Budget</u>
Revenue					
Partner Revenue	211,349	211,350	100.00%	211,350	100.00%
IFA Adjustments	(17,019)	0	0.00%	0	0.00%
Sub-Lease Revenue	146,917	146,917	100.00%	146,917	100.00%
Employee Recognition Non-Operating Income	670	0	0.00%	0	0.00%
Total Revenue	<u>341,917</u>	<u>358,267</u>	<u>95.44%</u>	<u>358,267</u>	<u>100.00%</u>
Expenses					
Rent and Facilities	314,452	333,429	94.31%	333,429	94.31%
Supplies, Furniture and Equipment	9,069	10,950	82.82%	10,950	82.82%
Employee Recognition	175	0	0.00%	0	0.00%
Equipment and Software - Rental and Maintenance	0	1,200	0.00%	1,200	0.00%
Outreach	4,985	5,000	99.70%	5,000	99.70%
Dues, Fees and Subscriptions	5,987	7,688	77.88%	7,688	77.88%
Total Expenses	<u>334,667</u>	<u>358,267</u>	<u>93.41%</u>	<u>358,267</u>	<u>93.36%</u>
Net Surplus/ (Deficit)	<u><u>7,250</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

PY19 Grant Status
June 30, 2020

	Grant Amount	Spent as of 6/30	Available	80%	Balance to 80%	Remaining CPS	Current spent/obligated	Spent only
PY19 Youth	853,436	706,527	146,909	682,749	(23,778)	0.00	82.79%	82.79%
PY19 Adult	127,282	127,282	0					
FY20 Adult	678,903	592,367	86,536					
Total Adult	806,185	719,649	86,536	644,948	(74,701)	0.00	89.27%	89.27%
PY19 DW	149,512	149,512	0					
FY20 DW	709,715	358,445	351,270					
Total DW	859,227	507,957	351,270	687,382	179,425	0.00	59.12%	59.12%
PY19 Admin	125,253	103,390	21,863					
FY20 Admin	154,620	0.00	154,620					
Total Admin	279,873	103,390	176,483	N/A	N/A	N/A	36.94%	36.94%
			0					
One stop	180,000	174,876	5,124	N/A	Adult portion	2,408		
					DW portion	2,716		

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.

July 2020 Liaison Report

Program Year July 2020-June 2021



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Providing Employment and Training Services to Job Seekers and Employers

- Total Staff Assisted Job Seekers: 288
- Total Staff Assisted Services to Job Seekers: 511
- Unique Number of Businesses Served: 38
- Staff Provided Business Services: 58

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): 193

- 80 from Out-of-School Youth (OSY) program
- 113 from Open Doors Program
- 4 youth attained General Educational Development (GED)

Total OSY Employed and/or Post Secondary Exits: 0

Placement Rate: N/A

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, PY19 Rapid Response Increase Employment and Disaster Recovery Dislocated Worker Grant

Total Participants Served (YTD): 209
Monthly To Date Target: 219

Total Employed Exits (YTD): 18
Monthly To Date Target: 14

Additional BFWDC Programs: Economic Security for All (EcSA) and Families Forward WA

EcSA Participants Served (YTD): 9
Monthly To Date Target: 58
Total Employed Exits: 2

FFW Participants Served (YTD): 56
Total Employment Placement: 32
Study Goal: 56

NOTE: Although the doors of WorkSource Columbia Basin and TC Futures are closed to the public due to COVID-19, staff continues to provide virtual services. Job seekers are still able to access assistance with job search, résumé and cover letter assistance, interview preparation, career counseling, labor market and wage information, online workshops and referrals to community resources as needed. For those who qualify, one-on-one case management services also are available. Businesses can still receive assistance with recruitment of qualified candidates, labor market data, tax incentives and layoff aversion, including Shared Work and Rapid Response services for temporary layoffs and/or permanent closures. As of June 29th, TC Futures started providing GED testing services by appointment only.

Local Business Demands

Source: Employment Security Department Labor Market Information

Top 5 Occupations

- **Benton County:** Registered Nurses; Retail Salespersons; Computer Occupations; Managers; Medical and Health Services Managers.
- **Franklin County:** Laborers and Freight (Material Movers); Heavy and Tractor-Trailer Truck Drivers; Retail Salespersons; Janitors and Cleaners; Education Administrators (Elementary & Secondary School).

Top 5 Licences and Certifications

Benton County

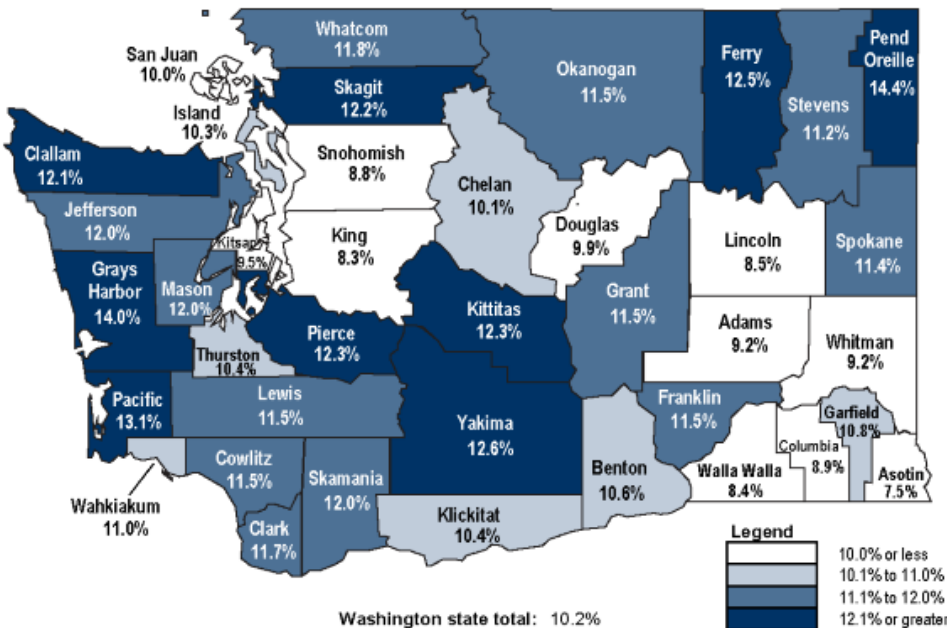
1. Driver's Licence
2. Registered Nurse
3. First Aid Cardiopulmonary Resuscitation (CPR)
4. Advanced Cardiac Life Support (ACLS) Certification
5. Food Handlers Certification

Franklin County

1. Driver's Licence
2. Registered Nurse
3. Commercial Driver's Licence (CDL) Class A
4. First Aid Cardiopulmonary Resuscitation (CPR)
5. Certified Nursing Assistant

July 2020

County unemployment rates, not seasonally adjusted



July Unemployment Facts

- Washington's economy increased by 44,500 jobs in July
- 3,732 initial claims filed in Benton County
- 1,778 initial claims filed in Franklin County
- Total of 5,510 unemployment initial claims filed in both counties (last month 4,794 unemployment initial claims were filed)

Source: ESD Claims Reports

<https://esd.wa.gov/labormarketinfo>

For a list of resources, guidance, and assistance available for the public, please visit our website at <https://www.bentonfranklinwdc.com/covid-19> for continuous updates.

Questions about this report?

Contact Cynthia N. Garcia
at 509-734-5986

www.bentonfranklinwdc.com
Contact us at 509-734-5980





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WorkSource Operator Report

Benton Franklin Workforce Consortium

July 2020

July Highlights:

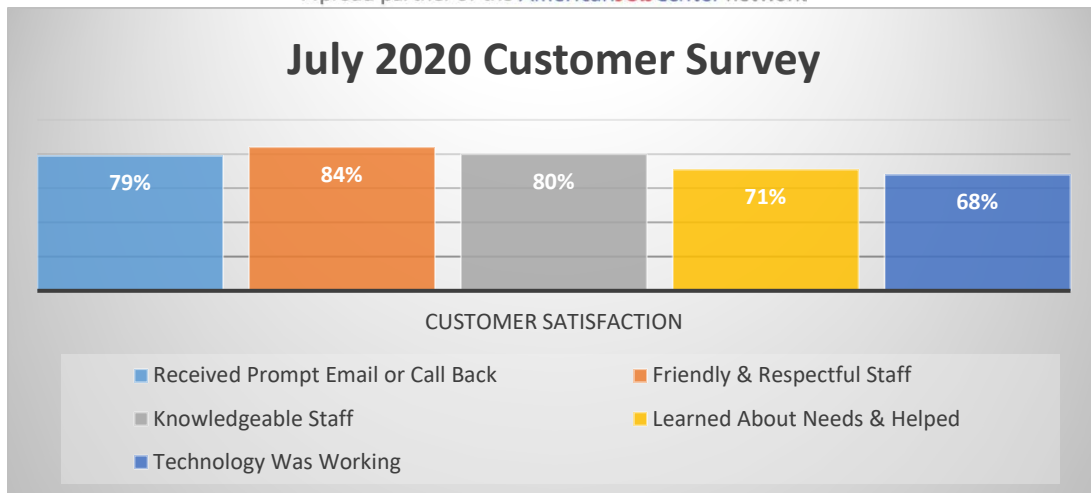
- WorkSource Columbia Basin’s first webinar is now available to customers on demand.
- Planning for a 2nd virtual job fair around the Energy sector continues; details will be shared as received.
- WSCB team members continue to provide services virtually. Most customers seek to access basic needs related supports.

WorkSource Site Operations:

Customer Counts 7/1/20 to 7/31/20		
Total Staff Assisted Seekers	288	
Total Staff Assisted Services	511	
<i>Basic Services</i>	428	
<i>Individualized, Training & Support Services</i>	83	
Unique Number of Businesses Served	38	
Staff Provided Business Services	58	
	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	6	6
Employee Training Assessment, referral, enrollment, etc.	9	5
Other Employer outreach visit, marketing business services, etc.	24	20
Recruitment Hiring events, referrals, etc.	19	12
Wage & Occupation Information Labor Market Info, etc.	0	0

***Note:** Due to continued engagement with new customers who do not have a WorkSourceWa.com account, these figures may not accurately reflect the number of services provided. Also, individuals connected directly to an Unemployment Insurance (UI) Representative via a WSCB staff member supporting the toll free phone line are also not captured here as that is not defined as a meaningful service, in which an individual is connected to employment or training related resources/information.

July 2020 Customer Survey



25 survey responses received (9% response rate):

- Of the customers who responded, 80% received the assistance/information needed; 92% will refer family and friends.
- Positive feedback:
 - “Vanessa is awesome and super helpful, always goes above and beyond she is a superhero and works very hard to make sure everything and everyone have the help they need.”
 - “Everything was great my case worker is awesome 🍌”
 - “The session was helpful and encouraging.”
- Improvements made based on customer feedback:
 - Feedback was received suggesting that we use Zoom. **Solution:** Service delivery via virtual platform, such as Zoom, are available currently; outreach efforts will include informing customers that services are available virtually.

Service Delivery

Career Services:

- WSCB’s new workshop, Strategic Job Search, is live! It can be viewed here: <https://youtu.be/7RBMheFTFUI>
- Customer engagement in new local virtual services, including one on one appointments and career assessments got off to a slow start in July, as customers continue to focus on basic needs based resources rather than job search.
- To increase customer connectivity:
 - We have introduced a technology called JotForm, which allows customers to use a QR code or click on a link to request follow up contact from a staff member.
 - The team also brainstormed outreach ideas together to identify creative ways to increase accessibility to services and inform customers that our services are available. Collaboration to ensure customer accessibility and expanded outreach efforts will be a continued focus in August.



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- Team WSCB has also been preparing for an increase of customers seeking job search assistance as the \$600 CARES Act benefit expires on 7/25 and anticipation that the Unemployment Insurance Job Search waiver expire. WSCB staff continue to serve as part of the statewide workshop team, facilitating virtual Job Hunter workshops in both English and Spanish. During July, a total of 705 customers attended these workshops (681 attended the workshops offered in English and 24 attended the workshops offered in Spanish.)
- The outreach campaign to reach over 1700 individuals who have received 20 weeks or more of UI ended on 7/31. Initial results will be reviewed the first week of August and a debrief meeting will be held to discuss key takeaways and lessons learned. This pilot will inform future outreach efforts moving forward.

Business Services:

- A virtual resume workshop and review option designed for veterans is now available as a result of collaboration between the Business Services Team and Hanford Contractors with a preference to hire veterans.
- Planning for a 2nd virtual job fair continues and will be around the Energy Sector. The date is to still to be determined as many local employers in this sector are still working on meeting COVID requirements and are not at a point to begin hiring.
- The team collaborated to complete a stakeholder mapping activity to identify community businesses to participate in/support COVID-19 disaster relief in Benton & Franklin Counties.
- The Business Services Team continues to serve as a bridge between local business and jobseekers by publishing Hot Jobs twice weekly and informing team members of businesses with urgent hiring needs during weekly All Staff meetings.
- Sector Focus Group Update: Planning for a focus group with healthcare employers is in progress.
- Due to COVID related restrictions connected with being on a phase 1.5 hold, their have been impacts to how we are able to support businesses. Employers continue to request assistance with Unemployment Insurance. This month, we have also seen a strong increase in the number of employers seeking information on rules around employees returning to work.

Community Connections:

- 7/9: Introductory meeting with William Waters of Comprehensive Healthcare; subsequent collaboration conversation to identify potential outreach strategy to mutual customers in response to COVID-19 impacts.
- 7/9: Planning call with Kristine Cody, Career & Internship Coordinator with WSU, to move employer information sessions and promotional materials to educate job seekers forward.
- 7/16: Collaboration call with William Waters and Tori Tater, Marketing Director, with Comprehensive Healthcare. Initial outreach plan created and next steps of planning scheduled. Also provided introductions to other community partners expand efforts.
- 7/30: Follow up meeting with Sara Schwan, Advocacy & Development Manager to coordinate efforts to connect community members to resources. Introduced Tori Tater of Comprehensive Healthcare and our initial outreach plan outline. Also created connections with individuals with



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area school districts in an effort to increase accessibility to resources for parents through use of student issued laptops.

Staff Training & Development:

Training/Development Attended:

- 7/1: Career Transitions (Spokane CC), WSCB Basic Assessments
- 7/7: Water Cooler (Roundtable updates) & COVID-19 Self Questionnaire/Contact Tracing Protocols
- 7/14: Safety Spotlight & LMI/UI Updates
- 7/21: Water Cooler (Roundtable updates)
- 7/28: Business Updates
- Virtual Leadership Development with Paul Casey (Operations Leadership) - *Ongoing*

Upcoming Training/All Staff Meetings*:

- 8/5: What are you hearing from customers/Updates
- 8/12: CBC's New & Improved Ag Program (Rod Taylor, CBC Dean)
- 8/17: What are you hearing from customers/Updates

*The WSCB All Staff/Training schedule & agenda have been adjusted to meet communication and engagement needs of staff. The current meeting schedule is the 1st & 3rd week of the month, with additional community partner/trainings to be scheduled on the off weeks as identified.

Facilities:

- 7/21: Installation of WSCB Menu of Services and accommodations signage
- Return to Office preparations (return date TBD):
 - ESD Distribution Center delivery of PPE items 7/21
- 7/22: Jacob & Rhoades HVAC repair work

Respectfully submitted by: C. Bright on 8/6/2020