

Benton Franklin Workforce Development Council

Executive Committee Minutes

November 24, 2020

4:00 p.m.

Zoom

Present

Todd Samuel, Chairman
Amanda Jones
Dennis Williamson
Jennie Weber

Excused

Adolfo de Leon
Melanie Olson

Absent

Commissioner Beaver

Staff

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

Guest

Crystal Bright, WSO
Kayci Loftus, CPS
Amanda Fisher, LNI

Commissioner Didier

Call to Order - Todd

Todd Samuel called the meeting to order at 4:00 p.m. and thanked everyone for attending. Becky read through the roll while members and guests introduced themselves.

Minutes – Todd

Minutes from October 27, 2020, Executive Committee Meetings were provided to members for review.

Todd Samuel moved to approve October 27, 2020, Executive Committee Meeting minutes as presented, seconded by Amanda Jones. Motion carried unanimously.

Finance Reports – Jan

Jan provided the printed Finance Reports through September 2020

- **Corporate Entity:** Interest and accrued vacation adjustment are included.
- **Main BFWDC Account:** The negative cash balance is a timing issue. We were waiting for the EFTs to be deposited. We are at 25% of the year. The line items are in line with what was expected. Several line items will remain low until the facility is opened.
- **WorkSource:** The Balance Sheet shows a snapshot of where we were at this time. We should also be at 25% for this account. Many of the line items will go up once the facility is open.

Jan shared that our expenses are as close to what we anticipated as possible. Todd shared his appreciation for Jan and the work that she does to keep track of these accounts.

One-Stop Operator (OSO) Policy - Jamilet

Jamilet shared that this policy was created to provide guidance on the roles and responsibilities of the One-Stop Operator (OSO) at WorkSource Columbia Basin (WSCB) under the Workforce Innovation and Opportunity Act (WIOA). It has been reviewed and approved by the Adult and Employer Linkage (AEL) Committee.

Todd asked about the OSO Administrative Functions. Jamilet answered that these activities are outlined in the Statement of Work as described in the TEGL. Todd asked about why we did not list the One-Stop Operator monthly reports as a required function. Jamilet shared that they did not list every item in the Statement of Work. Tiffany reminded everyone that the One-Stop Operator is the Benton-Franklin Workforce Consortium, which is a higher level than the Operations Manager that does those reports. Todd shared his appreciation for the monthly WorkSource Reports that Crystal puts out each month.

Dennis Williamson moved to approve the One-Stop Operator Policy as presented, seconded by Todd Samuel. Motion carried unanimously.

Personally Identifiable Information (PII) Policy - David

David shared that during policy review, we realized that we didn't have this policy in place, and the state monitors will be asking for and reviewing this policy when they come in January. He shared that PII is

information that can be used to distinguish or trace a person's identity either alone or when combined with other personal or identifiable information linked or linkable to a specific individual. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, etc. The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. This policy outlines how to properly handle PII and the actions that will be taken if a breach occurs.

Todd shared that this isn't anything new; it is just documenting what we have already been doing. Tiffany stated that it is codifying in writing that we offer with integrity data usage, especially PII. We needed to get this down on paper.

Dennis Williamson moved to approve the Personal Identifiable Information Policy as presented, seconded by Amanda Jones. Motion carried unanimously.

Employee Handbook Change – Tiffany

Tiffany shared that she has been doing research. About 46% of employers across the country have Christmas Eve as an identified employee holiday within their employee handbook. In looking for some potential opportunity for this current team at the BFWDC to take a mental break from the demands of working during these pandemic times, she presented the idea of modifying the scheduled holidays to include Christmas Eve as a paid holiday for those employed by the BFWDC. This change would be effective December 2020 and would be embedded in the handbook moving forward. Because everyone is a full-time, exempt employee, the cost to the organization would be zero. This would provide some protected time for the staff to the board to be with their families and celebrate the holidays. The team has not had as robust of a time-off schedule this year due to the pandemic. Tiffany shared that she believes in breaks and rewarding staff that are putting in extra time and effort to run the local workforce development system.

Amanda asked what generally happens on Christmas Eve on a non-pandemic year. Tiffany answered that we are not a public-facing agency and that very little business is happening. Many employees take this as a paid leave day to be able to spend time with their families. Amanda and Todd agreed that in the private sector, this is not a productive day.

Amanda Jones moved to modify the handbook to include Christmas Eve as a paid holiday to those employed by the Benton-Franklin Workforce Development Council, to be effective December 2020 and moving forward, seconded by Todd Samual. Motion carried unanimously.

BFWDC 2021 Legislative Priorities – Tiffany

Tiffany shared that since 1986 the Chamber has heard from the community members about their legislative priorities. She had the privilege of being invited to the table to share the needs of those we see. Tiffany presented the document provided in the packet and thanked those that reviewed and provided input. She shared about the childcare gaps that exist for families and those that employ them. She also shared about the broadband issues throughout our region. And finally, she focused on equality in making sure that everyone has access to viable employment opportunities, self-sufficient wages, and making sure that we focus on diversity, equity, and inclusion in the work that we do to ensure that no marginalized population is left without opportunity.

She shared that she has already had one follow-up meeting with Franklin County PUD as a result. She was able to explain about our programs, especially EcSA, and talk about the issues at hand. He felt that we could potentially stand up a community meeting to discuss everyone having reliable access to broadband

Tiffany reminded everyone that WIOA does not allow us to lobby, but opportunities like this give us a chance to advocate and share our positions.

CEO Updates – Tiffany

Tiffany shared that nothing is slowing down during the holiday season. The Department of Labor is monitoring ESD in early December. With that, four local WDCs will be monitored. BFWDC is not one of those areas. Tiffany has been asked to be interviewed on the state policy team.

The state will monitor the BFWDC in January. Jamilet will be the lead staff for this year's monitoring. She has been working with the team to anticipate documents needed.

We have been contacted by Franklin County, which is currently being audited, and have been asked for documentation on our programs that they oversee.

As a result of the local election, we will have a new Commissioner representing Benton County joining this forum. We should know after the first of the year who that will be.

Liaison Report – David

David shared that this month's report is different because we are always waiting for ESD's figures reported on the second page. On future reports, the information on the back page will be a month behind.

He shared that currently, Benton County is at 5.2% and Franklin County at 5.4% unemployment. This has resulted in an announcement by ESD. Because unemployment across the state is below 8%, the number of extended benefit weeks will be reduced from 20 to 13. This reduction is projected to impact as many as 12,000 claimants who will no longer have the extra seven weeks of benefits available.

David presented the numbers on the report compared to this time last year.

Amanda asked again to include the prior year's information in the report to make a comparison. David shared that he will be working on new information and formatting for the back page. Please share what you like and what you don't.

Highlight at WorkSource – Crystal

Crystal shared that Team WSCB is pulling together to evaluate how we are serving our customers. They have been working on setting up new and different service options. They are also re-valuating the assessment process for our customers and how to inform them of available services.

Highlight at TC Futures – Cynthia

Cynthia shared that she is excited about all of the different outreach efforts they are utilizing. She recommended that members follow the TC Futures Facebook page to see all of the activities that are going on.

Other Business – None

Roundtable - Members were allowed time to share what is happening in their venues of work.

NEXT MEETING

Executive Committee Meeting – Tuesday, December 29, 2020, at 4:00 p.m. – Zoom

Quarterly Board Meeting – Tuesday, January 26, 2021, at 4:00 p.m. – Zoom

ADJOURNMENT The meeting of the Executive Committee adjourned at 4:57 p.m.

Respectfully submitted

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1/27/2021
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Todd Samuel, Board Chair Date

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1/27/2021
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Becky Smith, Office Manager Date