

# Benton Franklin Workforce Development Council

## Executive Committee Minutes

April 27, 2021

3:15 p.m.

Zoom

### Present

Commissioner McKay  
Todd Samuel  
Melanie Olson  
Amanda Jones  
Dennis Williamson  
Jennie Weber

### Excused

Adolfo de Leon

### Absent

Commissioner Didier

### BFWDC Staff

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

### Guests

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

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### Call to Order - Todd

Todd Samuel called the meeting to order at 3:15 p.m. and thanked everyone for attending. Becky read through the roll call while members and guests responded.

### Minutes – Todd

Minutes from March 30, 2021, Executive Committee Meetings were provided to members for review.

**Commissioner McKay moved to approve March 30, 2021, Executive Committee Meeting Minutes as presented, seconded by Amanda Jones. Motion carried.**

### Finance Reports – Jan

Jan provided printed Finance Reports through February 2021. She noted that we are 67% through the year.

- **Corporate Entity:** Very minimal change from last month. Just the interest income
- **Main BFWDC Account:** We received all our ESD payment. The only outstanding amount is the Family Forward Washington payment. We have made a good process with our ESD partners in getting the payments processed timely. Our sub-recipients have continued to work hard to provide services during these challenging times of COVID-related closures. They typically ramp up during this last quarter. We continue to pay for the rent and building expenses. We will be using some funds to upgrade the cabinets and counters in the workroom and kitchen. We will end up below budget on the travel and training. All training is being done virtually at this time. The supplies line is below but will probably be spent out as we purchase supplies to re-open.
- **WorkSource:** The Infrastructure Sharing Agreement (IFA) credits are almost all used up. Many line items remain under from the facilities being closed.

Todd emphasized that we need to continue to be good stewards of these funds to help the public get employed.

### Discrimination Complaint Processing Policy/Attachment - Cynthia

Cynthia presented the Discrimination Complaint Processing Policy. It is important to mention that this is not new guidance to our system. Since 2013 we have had one policy that provides guidance on processing customer concerns, programmatic complaints, and discrimination complaints. The state recently updated its policies to make the separation between the Non-Discrimination and Discrimination complaints. She asked for the approval of this stand-alone policy on how to process discrimination complaints at WorkSource Columbia Basin (WSCB) and TC Futures.

Todd asked who the Complaint Coordinator for WSCB. Cynthia answered that Crystal Bright is the Complaint Coordinator for WSCB and Mark Wheaton for TC Futures. Cynthia initially reported the Complaint Coordinator as Heather Woodruff; she is the Complaint Contact for TC Futures.

Cynthia explained that all partners located at WSCB and TC Futures are responsible for the outcomes of programmatic complaints that fall within their jurisdiction. Programmatic complaints will go to the proper partner. The EO officer will see all complaints. There is a difference between programmatic complaints and discrimination complaints. Cynthia will make this clarification before it is final.

We have not received a formal complaint since she has been the EO Officer.

**Dennis Williamson moved to approve the Discrimination Complaint Policy/Attachment as presented with the modification to the wording discussed above, seconded by Melanie Olson. Motion carried.**

**PY 21 Adult and Dislocated Worker Service Provider Contract Extension** – Diana

Diana highlighted some of Career Path Services (CPS) accomplishments this year. They launched two platforms to transition program referrals and enrollments to an online environment when WSCB closed on March 18, 2020, due to Covid-19. Throughout this year, they continually implemented strategies to provide alternative ways for customers to access services, engage with program participants, and get the word out that WSCB is open virtually. Also, in January, the State Monitors conducted their annual visit, and after reviewing 10 Adult Files and 10 Dislocated Worker Files, they identified no findings or disallowed costs. This not only shows the quality work being accomplished to assist customers in obtaining their employment goals, but it also shows their efforts to meet state and local compliance requirements. Lastly, the BFWDC received a letter from the Employment Security Department (ESD) recognizing the positive performance outcomes for enrollments in the Adult and Dislocated Worker Programs through December 31, 2020. All of this shows CPS's commitment to providing quality services to our community during Covid. The BFWDC Staff and the Adult and Employer Linkage Committee recommend extending the WIOA Adult and Dislocated Worker Contracts to CPS.

**Todd Samuel moved to approve the PY21 WIOA Adult Service Provider Extension for an additional year starting July 1, 2021, through June 30, 2022, seconded by Melanie Olson. Motion carried.**

**Melanie Olson moved to approve the PY21 WIOA Dislocated Worker Service Provider Extension for an additional year starting July 1, 2021, through June 30, 2022, seconded by Todd Samuel. Motion carried.**

**PY21 Out of School Youth Service Provider Contract Extension** – Cynthia

Cynthia added that CPS is also the service provider for the Youth Contract. Since March 2020, CPS has been providing Employment and Training Services to youth ages 16-24 100% virtually. They quickly implemented virtual platforms and transitioned to program enrollments and referrals to an online environment. Despite all the challenges, they continue to create new strategies to increase enrollments and employed exits. The state monitors completed comprehensive monitoring of the youth program in January. There were no questioned or disallowed costs or findings identified. They also received a letter from ESD recognizing the positive performance for youth enrollments through December 30, 2020. The BFWDC and the Youth Committee recommend extending the WIOA Youth Contract to CPS through July 20, 2022.

**Dennis Williamson moved to approve the PY21 WIOA Youth Service Provider Extension for an additional year starting July 1, 2021, through June 30, 2022, seconded by Melanie Olson. Motion carried.**

**PY21 Board Re-Appointments** – Becky

Becky shared that each year about one-third of our board members is up for reappointment. She presented the memo provided in the packet. Each member has responded that they are willing and interested in serving another three-year term expiring June 30, 2024.

**Todd Samuel moved to approve the reappointment of Bob Legard (Labor), Carol Moser (Business), Jim Smith (Labor), Michael Bosse (Labor), and Michael Lee (Education) for another three-year term ending June 30, 2024, seconded by Melanie Olson. Motion carried.**

**RFP #2021-001-WIOA-OSO Update** – Tiffany

Tiffany shared that RFP #2021-001-WIOA-OSO was issued in March. We required potential bidders to attend a Bidder's Conference in early April. We also required an official Letter of Intent confirming their participation in the process. We are currently soliciting board members to be a part of the RFP Review Committee. We would like to have one more volunteer to make it a committee of five. We are looking forward to continuing the process and getting a One-Stop Operator starting July 1, 2021, for a one-year contract cycle.

Todd asked if there had been significant interest or questions. Tiffany answered that as part of our due diligence, we have a Question & Answer format where bidders can email questions, and then we respond to those and put them on our website. It is very transparent is liked by our state monitors and the Department of Labor. Board Members are welcome and encouraged to visit the BFWDC website and see the questions that have been asked.

David reiterated that we need one more member for the review committee. Please contact him if interested.

**Washington Workforce Association (WWA) Update** – Tiffany

Tiffany shared that the WWA is currently reviewing its due structure. They have not increased their dues for about 12 years. With inflation and building a strong public-facing organization, the current dues are not meeting the needs. There is a lot of work going on in a sub-committee analyzing the due structure. As the WWA Budget is being planned for July 1, 2021, there could be some adjustment to our Dues, Fees, Membership line item in the BFWDC budget to accommodate that.

**Liaison Report** – David

David reported that we continue to slowly close the gap between the total staff assisted seekers and staff assisted services to job seekers from the previous year. We are doing well with the unique number of businesses served and staff provided business services. The center is still not open and is serving customers virtually. TC Futures is seeing similar numbers to last year. David walked through the remainder of the report.

Todd thanked David for the report. It is posted monthly on Facebook and the BFWDC website and is shared with the Tri-City Regional Chamber Board of Directors.

Todd mentioned that the Goodwill Employment Connections Center is now open to in-person services. They also spoke to the mobile employment center that goes to different locations. Todd asked how connected we are to Goodwill? Would we refer to Goodwill for services if needed? Tiffany shared that Goodwill is our landlord, and they are a strong community-based organization. All staff at WSCB and TC Futures are aware of Goodwill and the services they provide. Goodwill is currently wrapping up the Families Forward Washington (FFW) contract. Some of our customers are actively being served by Goodwill staff. Overall, there is a very strong developed relationship over the last few years. They are present in different offerings at WSCB and vice versa. There is enough work to be done to be shared. There is a strong open line of communication.

Do we think Goodwill is referring back to us? Tiffany answered that we are not aware of this and would need to follow up with them to see what is being articulated.

Todd shared that there is a lot of concern about Benton and Franklin Counties going back a phase in the State’s Reopening Plan. It would be disruptive to try to open the center and then close it again. It seems like it would be a good idea to refer those that need face-to-face help.

Jamilet shared that FFW created a newsletter that goes out to FFW participants and believes it is also shared with other non FFW participants highlighting any local job hiring events. WSCB Job Fairs are highlighted regularly. In specific to FFW program resources, she has seen communication between partners when they are requesting resources that one of the agencies may not be able to provide.

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

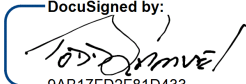
**Other Business** – None

**NEXT MEETING**

Executive Committee Meeting – Tuesday, May 25, 2021, at 4:00 p.m. – Zoom  
Quarterly Board Meeting – Tuesday, July 27, 2021, 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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5/27/2021  
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Todd Samuel, Board Chair      Date

DocuSigned by:  
  
5/26/2021  
B9CCD05E08634E3  
Becky Smith, Office Manager      Date