



Benton-Franklin Workforce Development Council (BFWDC)

Adult & Employer Linkage (AEL) Committee

August 19, 2021, at 8:30 a.m.

Zoom

<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>BFWDC Staff Present</u>
Jennie Weber	Michael Lee	Lori Mattson	Tiffany Scott
Todd Samuel	Melanie Olson, Co-Chair	Jamie Rasmussen	David Chavey-Reynaud
Adolfo de León		Karl Dye	Diana Hamilton
			Jamilet Nerell
			Cynthia Garcia
			 <u>BFWDC Staff Excused</u>
			Jessie Cardwell
			 <u>Presenters</u>
			Crystal Bright

Call to Order

Adolfo started the meeting by welcoming everyone and called the meeting to order at 8:32 a.m. Jamilet read through the roll call while everyone responded. She asked for guests to put their name and organization in the chat and thanked everyone for joining the meeting.

Approval of Committee Minutes

The Minutes of July 15, 2021, Adult & Employer Linkage Committee Meeting were provided for members to review.

Adolfo de Leon moved to approve July 15, 2021, Adult & Employer Linkage Committee Meeting Minutes as presented, seconded by Todd Samuel. Motion carried.

New Policies

Measurable Skills Gains Policy– Cynthia

Cynthia explained this policy provides 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 this policy has already been provided to our subrecipient in the form of a program notice or technical assistance. She requested a motion to approve this policy.

Melanie Olson moved to approve the the Measurable Skills Gains policy as presented, seconded by Amanda Jones. Motion carried.

Data Element Validation Policy – Jamilet

Jamilet explained this policy was created to provide guidance regarding 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 are required to implement local policies and internal procedures to fulfill the State's annual assessment to identify accuracy of prescribed data elements. She requested a motion to approve this policy.

Todd asked if this was a new policy the BFWDC needed because we do not have anything in writing to conduct this activity. Jamilet explained that the DEV policy outlines the variety of periodic activities to be conducted by the BFWDC to ensure DEV meet's the state requirements. The policy references the BFWDC Fiscal & Programmatic Monitoring policy that already includes activities outlines in the DEV policy. Tiffany added that this is a policy the state had to create due to a finding identified by Department of Labor (DOL). Now, local workforce boards are passing down this expectations to subrecipients.

Todd moved to approve the Data Element Validation policy as presented, seconded by Jennie Weber. Motion carried.

Occupations in Demand Committee Recommendations List - Jamilet

Jamilet explained that on August 18th, the Occupations in Demand Committee (OID) met to review the recommendations provided from 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 Benton-Franklin OID list. Recommendations are inclusive of Committee Members, Board Members, and System Partners. Jamilet thanked all of the attendees who provided their recommendations. Jamilet also indicated that the local recommendations are due to the state on August 25th, therefore timing is critical and to ensure our recommendations meet the deadline, the BFWDC will be requesting e-votes from the full board.

Todd moved to approve the Occupations in Demand Recommendations as presented, seconded by Jennie Weber. Motion carried.

Program Highlights

WIOA Formula Subrecipient Contracts - Diana

Diana stated the BFWDC submitted PY21 formula contract budgets and participant performance deliverables to the state for the WIOA Adult, Dislocated Worker and Youth programs the end of June. In July the BFWDC received fully executed contracts from the state and the new PY21 participant performance deliverables for each program are listed in the Performance Summaries in the packets. We are now in the process of developing contract with our subrecipient. The contracts must be reviewed, approved and signed by the BFWDC Chief Executive Officer (CEO), Subrecipient's CEO, the Benton & Franklin Prosecuting Attorneys, as well as the Benton and Franklin County Commissioners Office. This is a very lengthy process, but we expect to have fully executed contracts in the hands of our subrecipient in September.

Todd requested a summary comparing the PY20 vs. PY21 contract budgets and the number of participants served. A PY20/PY21 comparision summary was emailed to all committee members after the meeting.

Disaster Recovery Modification – Diana

The BFWDC received our fully executed Disaster Recovery contract modification from the state that will allow our subrecipient to better align the Disaster Recovery budget to meet the needs of our customers. Funds were shifted to enable 5 additional participants to receive training and obtain support services. The contract modification between the BFWDC and the Consortium was sent yesterday for signature so we should have a fully executed contract modification this week.

Statistical Adjustment Model - Diana

The 12 Workforce Development Councils (WDC's) and Employmnt Security Department (ESD) negotiate levels of performance for our WIOA Formula programs. The Statistical Adjustment model is used to try to predict performance outcomes. BFWDC has been participating on a statewide call with the Workforce Training and Educationa Coordinating Board to discuss participant demographics and characteristics variables that will be used in the Adjustment Model. Basically, the model uses participant demographics and characteristic such as race, gender, age, education attainment, training received, Unemploymnet Insurance (UI) rate, median home prices and that information is used in the Adjustment model using past participant data to adjust the agreed upon PY20 targets. We are trying to determine which variables should be included in the local model so it can be submitted to DOL for approval and used next spring to adjust outcomes for comparison to our PY20 targets. Right now, the challenge is how COVID-19 will impact this model and they won't know until all of the data is available for them to run it.

Washington Integrated Technology Replacement – Diana

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 an RFP, review potential solutions, and then select a vendor and solution. They hope to release the RFP sometime early next year.

Preparation for October State Monitoring Visit – Diana

BFWDC staff are working with our subrecipients to get participant files and ETO entries compliant with state and local policies so we are ready for our next state monitoring visit that is scheduled for the week of October 11th.

Economic Security for All - Jamilet

In the most previous months, including July, Jamilet had the opportunity to engage with the WDC's who have been awarded the second round of Economic Security for All (EcSA) funding. She attended a series of Group Planning Sessions meetings to engage with peers and provided feedback on their service delivery models. This was a good opportunity to learn what other areas were planning on doing to continue working towards poverty reduction.

Also, in previous months, I alluded to the EcSA Third Party Evaluator (SPR- the Social Policy Research Associates) who have been working on updating their evaluation plan to include the additional WDC's as part of the second phase of evaluation (the evaluation is in three phases).

There has been a lot of work being done, specially in the creation of an Exit Survey implementation to gather data from participants which is part of phase 2 of the evaluation.

We hope that by the fall of this year, we will have a final draft, including desk aids to be used by the EcSA Employment Specialists to collect data from the EcSA Exit Survey.

Community Development Block Grant - Jamilet

The month of July focused on developing the subrecipient Community Development Block Grant (CDBG) contract as this is a process needing approval from WA Dept of Commerce. Because it being the first time we have been awarded funds from Commerce, and it also being the first time Commerce awarded funding to WDC's, during the previous months there has been multiple meetings established to discuss how each entity conduct business and we, the BFWDC, have been learning how to subcontract under Commerce's requirements.

Commerce has provided us technical assistant to ensure our local contract met the standards of Commerce's legal department as well as meeting the standards of the U.S. Department of Housing and Urban Development.

For July there are no outcomes to report out on as we did not have the subrecipient contract in place, but as of August, we have executed our local contract with Career Path Services (CPS). Next month we will provide program development updates.

Liaison Report – David

David stated the traffic at WSCB continues to climb. For the first time since the pandemic began we've seen an increase in Staff Assisted Job Seekers, Staff Assisted Services, Unique Number of Businesses Served, and Staff Provided Business Services compared to 2020 and 2019 levels.

The Liaison Report includes two graphs tracking unemployment and workforce trends over the last 3 years. The unemployment rate has returned to pre-pandemic levels and is beginning to mimic past trends.

The Tri-Cities has had a 107% job recovery from the drop in workforce in April 2020. Food services have bounced back more quickly here than in other areas, and most other industries have seen positive trends. Manufacturing and

Professional and Business services are still lagging. Manufacturing is experiencing a 3 year low in labor force. In 2018 there were 9000 jobs in manufacturing, but today there are only 7000.

WorkSource Update – Crystal

Crystal, the WorkSource Systems Coordinator, provided the board with some highlights of the work being accomplished at WorkSource.

- Two significant events in July: Worksource Columbia Basin (WSCB) office reopened for in-person services by appointment only & the Job Search Waiver ended
- Offering hybrid service delivery: virtual and in-person
- In-person demand for services started slow. We saw an increase in customers accessing in-person services week over week
- The end of the job search waiver resulted in an increased demand for workshops, including over 200 additional customers attending local workshops during the month of July and an increase in resume assistance
- 33% of incoming customer calls and 50% of drop-in visits were regarding UI assistance

Next Meeting: The next Adult & Employer Linkage Committee meeting is scheduled for Thursday, September 16, 2021, at 8:30 a.m. on Zoom.

Adjournment

With no further business, the meeting adjourned at 9:30 a.m.

Meeting Co-Chair

Date

Diana Hamilton, Programs Manager

Date