

Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Meeting

Tuesday, August 27, 2024, 4:00 p.m.

Location: WorkSource Columbia Basin (815 N. Kellogg, Ste. D, Kennewick, WA 99336); Room 9 | Hybrid

Zoom Meeting: <https://bf-wdc-org.zoom.us/j/89916555394?pwd=DEfCCcVsebSqBSpSXhBbf6Gz01n8DU.1>

Meeting ID: 899 1655 5394 | Passcode: 222569

Please note that this meeting is recorded for record-keeping and quality assurance purposes.

AGENDA

- I. Call to Order & Welcome- Todd Samuel
 - a. Board Member/BFWDC Staff Roll Call & Excused Absences
 - b. Visitor/Presenter Welcome
- II. Approval of Committee Minutes - Todd Samuel
 - a. Executive Committee – Tuesday, July 30, 2023 (Needs a vote)
- III. Motion to approve PY24 Subrecipient Monitoring Schedule – Jessie Cardwell (Needs a vote)
- IV. Motion to approve Occupations in Demand (OID) Committee Recommendations– Gabby Torres (Needs a vote)
- V. Fiscal – DeAnn Bock
 - a. June Finance Reports
 - b. Bank Research Update/Next Steps
- VI. BFWDC Updates – Cynthia N. Garcia
 - a. Organizational Changes | E.O. Officer & Program Director
 - b. Connection Site Certification Determination | Mid-Columbia Library – Benton City
 - c. Current Funding Opportunities- Digital Equity Grant; 3 Rivers Community Foundation
 - d. July Action Item Followup
- VII. Executive Member Round Table – All
- VIII. Next Meeting
 - a. Executive Committee Meeting – Tuesday, September 24, 2024, 4:00 p.m. WSCB Room 9 | Zoom
 - b. Board Meeting – Tuesday, October 29, 2024, at 3:30 p.m. TC Futures | Zoom

Attachments

1. 2024.07.30 Executive Committee Minutes
2. PY24 Subrecipient Monitoring Schedule
3. 2024.06 Finance Reports
4. Budget to Actuals
5. 2024.07 WorkSource Operator Monthly Report

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

6. 2024.07 TC Futures Report
7. PY23 WIOA Management Letter-Benton-Franklin WDC
8. 2024 OID Committee Recommendations
9. BFWDC July Staff Action Item List

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

The Benton-Franklin Workforce Development Council is an equal-opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711

Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

July 30, 2024, 3:00 p.m., Zoom | WSCB Hybrid

Call to Order & Welcome

Todd Samuel called the meeting to order at 3:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle Howell conducted a roll call of board members and staff to the board, and a quorum was present at 3:32 p.m.

Cyndelle welcomed virtual guests, asking them to communicate their names and organization using the Zoom chat feature. She reminded those in attendance to have cameras on, to capture who was speaking.

Minutes

June 25, 2024, Executive Committee meeting minutes were presented and reviewed for a motion to approve.

Todd Samuel called for a motion to approve the Executive Committee meeting minutes from the June 25, 2024, Committee meeting.

Lynn Ramos-Braswell motioned to approve; Amanda Jones seconded; the motion was carried unanimously to approval.

BFWDC Finance Reports as submitted for the period ending May 2024 – DeAnn Bock

DeAnn provided the finance reports and budget for the period ending May 2024, as well as grants and insurance for their nonprofit organization. DeAnn reminded members that reports are in the meeting packet but wanted to focus the given time on discussing the upcoming year's budget.

Program Year (PY) 2024 Budget

DeAnn presented the 2024 program year budget for review and consideration. This year, DeAnn provided the category detail as well as the main categories, more funds were allocated to professional services in anticipation of potential audit expenses. DeAnn Bock discussed their Information Technology client's (Tech Impact) security requirements, including multi-factor authentication and password manager. Tech Impact approached DeAnn and provided three different quotes, included with the packet. The Committee discussed the recommendations, including Microsoft Defender for enhanced functionality. DeAnn said they will add purging documents from their network shared drive to their retention schedule because they get charged for the data backed up and a significant amount that can be purged. DeAnn Bock provided detailed financials, highlighting a ten thousand dollar decrease in facility and maintenance costs, due to no longer having a triple net lease. DeAnn Bock and Todd Samuel discuss insurance, dues, and subscriptions. She followed up on their insurance costs and they will remain the same. DeAnn Bock detailed software renewals, training needs and upcoming meetings. Cynthia Garcia and DeAnn Bock discuss setting aside 5% of salaries for professional development training. Amanda Jones asks about the budget for travel and training compared to previous years. DeAnn Bock clarified that the budget was lower than pre-COVID levels, but still provided adequate funding. Cynthia Garcia emphasized the importance of staff being able to attend relevant trainings and conferences to stay up-to-date and represent the BFWDC in the community. She felt the budget should accommodate this. There was

discussion about being selective in which conferences and events staff attend, focusing on those that provide the most valuable information and networking opportunities to support the BFWDC's mission and goals. Amanda Jones and DeAnn Bock discussed the budget for subrecipient support, equipment lease, and maintenance contracts. The Executive Committee wants to ensure all board members feel comfortable voting to approve the budget, with a focus on transparency. Todd Samuel suggested having a more detailed discussion about the budget to address any concerns before formal approval at the quarterly board of directors meeting.

Todd Samuel called for a motion to approve the Program Year 2024 budget as presented.

Amanda Jones motioned to approve the presented PY24 budget; Todd Samuel seconded; the motion was carried unanimously to approval.

Banking Research

The fiscal team provided a banking services selection update, providing details on better terms with US Bank and the ability to facilitate non-profit accounts. DeAnn Bock discussed bank research with CFO insights. DeAnn Bock and Todd Samuel discussed their experiences with banks and fees for nonprofit accounts. Banks may charge fees for nonprofit accounts based on transaction volume and balance requirements. US Bank stands out for excellent customer service and nonprofit status for banking services and customer satisfaction. DeAnn Bock expresses frustration with ACH processing time for customers. Amanda Jones and others discussed issues with a credit card company, including limits and difficulty.

BFWDC Updates - Cynthia N. Garcia/All

Cynthia Garcia updates the board on partnership responsibilities and new partnerships, including AARP and the implementation of the WorkSource Columbia Basin Connection sites. Cynthia Garcia emphasizes the importance of partnering with other entities to advance the organization's mission.

Quarterly Board Meetings

Cynthia proposed changing the quarterly board meetings to be 1.5 hours instead of 1 hour. The goal would be to have more time to focus on the strategic plan and goals, as well as include presentations from partner organizations. The committee was receptive to Cynthia's proposal to change the quarterly board meetings. Todd Samuel commented that it was a good time to try changes and see what works, with the option to switch back if needed. Executive member Amanda Jones requested notice so she can plan accordingly when meetings will be combined.

Board Member Onboarding and Development

Cynthia mentioned that board members had provided feedback about wanting more guidance on their roles and responsibilities. She suggested focusing on board development as part of her core responsibilities, rather than creating a separate committee. The goal would be to provide training and make board members more familiar with the BFWDC's work and connections. This was in response to feedback from board members that they wanted more guidance and information. Cynthia Garcia seeks feedback on board member onboarding and development as staff are working on a process for strategic onboarding of members.

Occupations in Demand

Cynthia noted that the BFWDC would be hosting the upcoming meeting to review the list of in-demand occupations in the Benton and Franklin counties; a meeting poll to follow the meeting. This allows BFWDC to stay informed on workforce trends and demands. Cynthia emphasized the importance of the BFWDC

staying informed on workforce trends and demands, to best serve their customers with the ability to pay for training in occupations that are in demand and align with the needs of the local economy.

Chamber Involvement

The members discussed chamber membership and luncheon strategies to increase engagement and the upcoming initiatives for the chamber. They discussed the amount spent on chamber memberships and whether they provide value to the organization. Todd suggested being more selective about which chamber meetings to attend and potentially paying for board members to attend on behalf of the BFWDC. Todd commented that the luncheons also feature a productive exchange of ideas and suggestions for collaborative efforts within the business community. Todd Samuel suggests creating a plan to attend chamber meetings once a quarter with a specific purpose, such as increasing board engagement or staff visibility in the community. Cynthia Garcia expresses frustration with the lack of time to attend chamber events and make presentations. Todd Samuel suggests offering to pay for board members' lunches to increase engagement. Board members often represent their companies at chamber meetings, rather than the organization they serve on the board for. Amanda Jones questions the need for board members to attend every event, suggesting it could be a staff function. Participants discuss various membership options for regional chambers of commerce, focusing on selecting the most valuable ones. Todd Samuel suggests engaging members through personal invitations or corporate attendance.

Round Table

Due to the quarterly board meeting following directly after, all good of the order items were tabled until the quarterly board of directors meeting.

Adjournment

Todd Samuel adjourned the executive committee meeting at 3:58 p.m.

Action Items

- Have a follow-up conversation with Hapo Bank to discuss ongoing issues and the possibility of changing banks.
- Contact the local representative from US Bank for more information on their nonprofit banking services.
- Schedule the quarterly board meetings to last 1.5 hours instead of 1 hour and include presentations from partner organizations.

Next Meeting

Executive Committee Meeting – Tuesday, August 27, 2024, 3:00 p.m. WSCB Room 9 | Zoom Hybrid
Quarterly Board Meeting – Tuesday, October 29, 2024, at 3:30 p.m. TC Futures | Zoom Hybrid

Attendance

Chief Local Elected Officials	Board Members	Staff to the Board	Guests	Excused
	Todd Samuel	Cynthia Garcia	Jan Warren	Adolfo de Leon
	Amanda Jones	DeAnn Bock		Will McKay
	Lynn Ramos-Braswell	Cyndelle Howell		Clint Didier
		Gabby Torres		
		Nidia Dick		
		Jessie Cardwell		



Respectfully Submitted:

Todd Samuel, Board Chair & Treasurer Date

Lynn Ramos-Braswell, Board Secretary Date

Benton-Franklin Workforce Development Council (BFWDC) Program Year (PY) 2024 Subrecipient Monitoring Schedule



Contract Name/ Grant CFDA Number	Contract Number	Grant Funding Agency	Subrecipient	Contract Period of Performance	Contract Amount	Revised Amount	BFWDC Annual Monitoring Period	State Monitoring Visit
Youth Program CFDA 17.259	BFWDC-PY24-YOUTH-CPS	ESD	CPS	7/1/24 - 6/30/25	\$691,315	N/A	1/2025-4/2025	6/09-13/2025
Adult Program CFDA 17.258	BFWDC-PY24-ADULT-CPS	ESD	CPS	7/1/24 - 6/30/25	\$733,247	N/A	1/2025-4/2025	6/09-13/2025
Dislocated Worker Program CFDA 17.278	BFWDC-PY24-DWP-CPS	ESD	CPS	7/1/24 - 6/30/25	\$664,780	N/A	1/2025-4/2025	6/09-13/2025
One-Stop Operator CFDA 17.258, 17.278 & 17.259	BFWDC-PY24-OSO-CPS	ESD	BFWC (CPS-Fiscal Agent)	7/1/24 - 6/30/25	\$170,000	N/A	1/2025-4/2025	6/09-13/2025
Economic Security for All (Federal) CFDA 17.258, 17.278 & 17.259	BFWDC-PY23- Federal ECSA -CPS	ESD	CPS	7/1/24 - 6/30/25	\$111,301	N/A	1/2025-4/2025	6/09-13/2025
Economic Security for All (STATE)	BFWDC-PY24-State ECSA - CPS	ESD	CPS	7/1/24 - 6/30/25	\$515,909	N/A	1/2025-4/2025	6/09-13/2025
Economic Security for All (CRF)	BFWDC-PY23-State ECSA CRF-CPS	ESD	CPS	1/1/24-6/30/25	\$2,307,850	Mod 1	1/2025-4/2025	6/09-13/2025
QUEST DWG CFDA 17.277	BFWDC-PY22-QUEST-CPS	ESD	CPS	10/1/22-6/30/25	\$546,036	Mod 1	1/2025-4/2025	6/09-13/2025
BFWDC Monitoring Team:	Cynthia N. Garcia , Executive Director/EO Officer Jessie Cardwell , Workforce Programs Manager, Gabby Torres , Compliance Coordinator DeAnn Bock , Fiscal Manager							



Occupations in Demand Committee 2024 for 2025

SOC	Occupational title	Base supply/demand adjusted definition 2023	Base supply/demand adjusted definition 2024	Compare 2023 Base and 2024 Base Same or Different	Recommended By:	Recommended Change To:	Comments
29-2052	Pharmacy Technicians	not_in_demand	not_in_demand	Same	ESD	in_demand	ESD: Not what we are hearing from employers; hearing that there is demand. Quick search on WorkSource WA showed 8 current openings!
31-1131	Nursing Assistants	in_demand	balanced	Different	ESD, WSCB, CBC	in_demand	ESD: Not what we are hearing from employers; hearing that there is demand. Quick search on WorkSource WA showed 25 current openings!; WSCB: Recently, we have had 5 customers exit out of program with employment as Nursing Assistant after receiving training. It is a sought after training and occupation in our area.
39-5012	Hairdressers, Hairstylists, and Cosmetologists	in_demand	not_in_demand	Different	ESD, WSCB, CPS	in_demand	ESD: disagree; don't think self-employment opportunities are taken into consideration; also 11 openings on WorkSource Wa
47-2061	Construction Laborers	not_in_demand	not_in_demand	Same	ESD, WSCB	in_demand	ESD: disagree, not what we are hearing from employers; 55 jobs on Worksource Wa; WSCB: This has been an occupation/field that customers would like to explore and have more training opportunities for as our area has many construction businesses.
47-2111	Electricians	not_in_demand	not_in_demand	Same	ESD, WSCB, IBEW 112	in_demand	ESD; Disagree, not what we are hearing from employers; Q for Geoff on WDC Board with Electrical Apprenticeship Program
53-3032	Heavy and Tractor-Trailer Truck Drivers	balanced	not_in_demand	Different	ESD, WSCB, CBC	in_demand	ESD: Disagree;Not what we are hearing from employers; 122 jobs for 3032 &3033 on worksource wa; WSCB: This is the top occupation that customers seek from our programs and our most sought after training. According to exit data, we had 61 customers exited into employment that is linked to the field of Heavy and Tractor Driver since July 2023.Of those, at least 47 of them were provided training through our programs.
53-3033	Light Truck or Delivery Services Drivers	in_demand	balanced	Different	ESD, WSCB	in_demand	ESD: Disagree;Not what we are hearing from employers; 122 jobs for 3032 &3033 on worksource wa; WSCB: This is a field that is regularly hiring in our area so there is a demand.
131071	Human Resources Specialists	in_demand	not_in_demand	Different	WSCB	in_demand	WSCB: Our team has customers interested in this work and trainings that have started at CBC, which would meet the demand.
514121	Welders, Cutters, Solderers, and Brazers	in_demand	not_in_demand	Different	WSCB, CBC	in_demand	WSCB: There is a demand in our area for this occupation and there are current job postings to reflect this. There is also a demand for trainings from our customers for this field.
533052	Bus Drivers, Transit and Intercity	in_demand	not_in_demand	Different	WSCB	in_demand	WSCB: As the supervisor of the Business Solutions team, we have connections with local school districts and they are regularly hiring for bus drivers so it appears to be highly sought after.
131081	Logisticians	balanced	balanced	Same	CBC	in-demand	CBC: based on industry demand
292055	Surgical Technologists	balanced	balanced	Same	CBC	in-demand	Rick Perez/Scott Koopman
319093	Medical Equipment Preparers	balanced	balanced	Same	CBC	in-demand	Rick Perez/Scott Koopman
319097	Phlebotomists	in_demand	balanced	Different	CBC	in-demand	Rick Perez/Scott Koopman
433021	Billing and Posting Clerks	in_demand	balanced	Different	CBC	in_demand	Rick Perez/Scott Koopman
433051	Payroll and Timekeeping Clerks	not_in_demand	not_in_demand	Same	CBC	in-demand	Rick Perez/Scott Koopman
493023	Automotive Service Technicians and Mechanics	in_demand	balanced	Different	CBC	in_demand	Rick Perez/Scott Koopman
514041	Machinists	not_in_demand	not_in_demand	Same	CBC	in_demand	Rick Perez/Scott Koopman
292056	Veterinary Technologists and Technicians	in_demand	balanced	Different	HHHPUC	in_demand	Dr. Sheila Erikson
319096	Veterinary Assistants and Laboratory Animal Caretakers	in_demand	in_demand	Same	HHHPUC	in_demand	Dr. Sheila Erikson
211022	Healthcare Social Workers	balanced	balanced	Same	CPS	in_demand	Heather Woodruff

299099	Healthcare Practitioners and Technical Workers, All Other	in_demand	in_demand	Same	CPS	in_demand	Heather Woodruff
319099	Healthcare Support Workers, All Other	in_demand	in_demand	Same	CPS	in_demand	Heather Woodruff
111021	General and Operations Managers	in_demand	not_in_demand	Different	CPS	in_demand	Heather Woodruff
492022	Telecommunications Equipment Installers and Repairers, Except	not_in_demand	not_in_demand	Same	IBEW 112	Balanced	Geoff Arends

Benton Franklin Workforce Development Council

Statement of Budget To Actual Expenditures



(May Contain Unposted Transactions)

For Period July 01, 2024 - August 15, 2024

EXPENSES	CURRENT FISCAL YEAR				PRIOR YEAR-TO-DATE COMPARISONS	
	2024 - 2025				2023 - 2024	2022 - 2023
	YEAR-TO-DATE ACTUALS - AUGUST 2024	YEAR-TO-DATE BUDGET - AUGUST 2024	YEAR-TO-DATE PERCENT OF BUDGET	CURRENT YEAR BUDGET	PREVIOUS YEAR ACTUALS - AUGUST 2023	PREVIOUS YEAR ACTUALS - AUGUST 2022
Sub-Recipient Reimbursements	\$ 145,000	\$ 748,314	19%	\$ 4,429,883	\$ 397,392	\$ 442,645
Rent and Facilities	\$ 7,440	\$ 7,740	96%	\$ 45,791	\$ 9,414	\$ 11,497
Salaries and Wages	\$ 51,720	\$ 106,841	48%	\$ 649,033	\$ 180,068	\$ 186,392
Professional Services and Contracts	\$ 1,631	\$ 3,300	49%	\$ 65,920	\$ 16,557	\$ 16,534
TC Futures	\$ 10,000	\$ 10,000	100%	\$ 60,000	\$ 10,000	\$ 10,870
Travel and Training	\$ -	\$ 7,500	0%	\$ 48,000	\$ 3,958	\$ 1,779
Supplies, Furniture and Equipment	\$ 714	\$ 500	143%	\$ 3,000	\$ 1,119	\$ 2,590
Equipment and Software - Lease and Maintenance	\$ 2,330	\$ 3,150	74%	\$ 17,000	\$ 3,398	\$ 1,142
Communications (Telephone, Postage and Internet)	\$ 181	\$ 362	50%	\$ 2,170	\$ 412	\$ 394
Advertising and Outreach	\$ 254	\$ -	0%	\$ -	\$ -	\$ -
Insurance	\$ 8,742	\$ 8,000	109%	\$ 8,000	\$ 8,249	\$ 7,679
Dues, Fees and Subscriptions	\$ 375	\$ 13,300	3%	\$ 15,552	\$ 14,023	\$ 13,970
Business/Community	\$ -	\$ -	0%	\$ -	\$ -	\$ -
OHDC Outreach	\$ -	\$ -	0%	\$ -	\$ -	\$ -
OHDC Admin fees	\$ -	\$ -	0%	\$ -	\$ -	\$ 3,791
TOTAL YEARLY EXPENSES	\$ 228,387	\$ 909,006.48	25.12%	\$ 5,344,349	\$ 644,590	\$ 699,283

	CURRENT YEAR ACTUAL	YEAR-TO-DATE BUDGET	YTD PERCENT OF BUDGET	CURRENT YEAR BUDGET	PERCENTAGE OF TOTAL BUDGET
	\$ 228,387	\$ 909,006	25.12%	\$ 5,344,349	4%

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 10 - Corporate Entity
 As of 6/30/2024

		Current Period Balance
Asset		
Cash (Checking Acct - CE)	1110	2,435.05
Corporate Entity MM Account	1111	42,020.95
Total Asset		44,456.00
Liabilities		
Pending transfer	2001	(17,562.46)
Accrued Vacation Payable	2500	37,277.37
Due to/from other funds	2990	(32,000.00)
Total Liabilities		(12,285.09)
Net Assets		56,741.09
Total Liabilities and Net Assets		44,456.00

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
Corporate Entity
From 7/1/2023 Through 6/30/2024
(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					
Interest/Program Income	427	0	0.00%	0	0.00%
Donations/Contributions (unrestricted)	2,850	0	0.00%	0	0.00%
Total Revenue	<u>3,277</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Expenses					
Donation fees	9	0	0.00%	0	0.00%
Professional Services and Contracts	2,500	0	0.00%	0	0.00%
Travel and Training	838	0	0.00%	0	0.00%
Dues, Fees and Subscriptions	185				
Non WIOA Expenses	2,500	0	0.00%	0	0.00%
Total Expenses	<u>6,032</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Net Surplus/ (Deficit)	<u><u>(2,754)</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 20 - WDC Main
 As of 6/30/2024

		Current Period Balance
Asset		
Cash (Bank Acct - WDC)	1120	144,897.70
Accounts Receivable	1200	3,854.40
Receivable (Grants)	1300	470,620.59
Total Asset		619,372.69
Other Assets		
ROU Asset - Leases	1999	56,180.00
Total Other Assets		56,180.00
Liabilities		
Accounts Payable (AP System)	2000	707,994.16
Pending transfer	2001	26,220.18
Due to/from other funds	2990	32,000.00
Lease Liability - Short Term	2998	52,083.00
Lease Liability Long Term	2999	4,679.00
Total Liabilities		822,976.34
Net Assets		(147,423.65)
Total Liabilities and Net Assets		675,552.69

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
20 - WDC Main
From 07/01/2023 - 06/30/2024
(In Whole Numbers)

	Current Period Actual	Current Period Budget	Percentage of current period	Annual Budget	Percentage of Total Budget
Expenses					
Sub-Recipient Reimbursements	3,294,435	4,026,892	81.81%	4,026,892	81.81%
Rent and Facilities	58,681	56,468	103.92%	56,468	103.92%
Salaries and Wages	686,978	783,818	87.65%	783,818	87.65%
Professional Services and Contracts	57,981	59,694	97.13%	59,694	97.13%
TC Futures	60,000	60,000	100.00%	60,000	100.00%
Travel and Training	12,941	15,403	84.02%	15,403	84.02%
Supplies, Furniture and Equipment	4,067	7,000	58.10%	7,000	58.10%
Equipment and Software - Lease and Maintenance	17,325	17,630	98.27%	17,630	98.27%
Communications (Telephone, Postage and Internet)	1,963	2,356	83.31%	2,356	83.31%
Insurance	8,249	8,249	100.00%	8,249	100.00%
Dues, Fees and Subscriptions	19,033	15,802	120.45%	15,802	120.45%
Business/Community	20,903.00	0	0.00%	0	0.00%
Total Expenses	4,242,556	5,053,312	84%	5,053,312	84%

Benton Franklin Workforce Development Council
 Balance Sheet - Unposted Transactions Included In Report
 30 - WSCB Partnership
 As of 6/30/2024

		Current Period Balance
Asset		
Cash (Bank Acct - WSCB)	1130	53,143.39
Accounts Receivable	1200	1,725.10
Total Asset		54,868.49
Other Assets		
ROU Asset - Leases	1999	309,620.00
Total Other Assets		309,620.00
Liabilities		
Accounts Payable (AP System)	2000	9,698.08
IFA Adjustment	2650	5,648.35
Lease Liability - Short Term	2998	313,334.00
Total Liabilities		328,680.43
Net Assets		35,808.06
Total Liabilities and Net Assets		364,488.49

Benton Franklin Workforce Development Council
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30-WSCB Partnership
From 07/01/2023 - 06/30/2024

(In Whole Numbers)

	Current Period Actual	Annual Budget	Percentage of Total Budget
Revenue			
Partner Revenue	268,457	252,696	106.24%
Grant/Contract Revenue	2,000	0	0.00%
IFA Adjustments	(5,648)	0	0.00%
Sub-Lease Revenue	160,038	157,488	101.62%
Employee Recognition Non-Operating Income	137	0	0.00%
Total Revenue	424,984	410,184	103.61%
Expenses			
Rent and Facilities	382,026	359,826	106.17%
Supplies, Furniture and Equipment	10,246	10,050	101.95%
Equipment and Software - Rental and Maintenance	2,465	2,800	88.04%
Managed Print/Technology	10,510	23,208	45.29%
Dues, Fees and Subscriptions	9,816	9,300	105.55%
Business/Community	4,729	5,000	94.58%
Business/Community - Grant Computers	1,689	0	0.00%
Total Expenses	421,481	410,184	102.75%
Net Surplus/ (Deficit)	3,503		

Fund	Period of Performance	Grant Number	2023/2024 Amount	Modifications	Current Balance	Remaining
PY23 WIOA YOUTH	04/01/2023-06/30/2025	6111-7003	722,769.00		57,096.31	8%
FY23 WIOA Adult	10/01/2023-06/30/2025	6111-7103	699,721.00		39,771.93	6%
FY23 WIOA Dislocated Workers	10/01/2023-06/30/2025	6111-7203	774,301.00		70,308.90	9%
FY23 WIOA ACP	10/01/2023-06/30/2025	6111-7303	244,089.00		-	0%
EcSA Federal	4/01/2022-3/31/2025	6111-7622-07	596,931.81		54,285.77	9%
EcSA R3 State - Below 200%	7/1/2023 - 6/30/2024	6643-1623-01	322,341.00	(15,092.00)	5,780.93	2%
EcSA R3 State - Above 200%	7/1/2023 - 6/30/2024	6643-5813-01	160,055.00	(21,431.00)	33,620.14	24%
EcSA R3 State - Business Navigator	7/1/2023 - 6/30/2024	6643-1593-01	108,333.00		4,789.53	4%
EcSA CRF - Incentive Payments	12/01/2023-05/31/2025	6111-1853-03	465,124.00	1,311,335.00	1,277,001.84	72%
EcSA CRF - Business Services	12/01/2023-05/31/2025	6111-1863-02	793,199.00		674,921.70	85%
Quest	10/01/2022-09/30/2024	6111-7572-03	729,663.00		326,877.12	45%

EXEC Meeting Action Items

- ✓ Have a follow-up conversation with Hapo Bank to discuss ongoing issues and the possibility of changing banks.
- Contact the local representative from US Bank for more information on their nonprofit banking services as they had better terms.
- ✓ Schedule the quarterly board meetings to last 1.5 hours instead of 1 hour and include presentations from partner organizations and board training and development, canceling the Executive Committee meeting ahead of the Board Meeting unless business requires.

BOD Meeting Action Items

- ✓ Send out the occupations in demand list for 2024 to partners for review and feedback by August 14th.
- ✓ Schedule the next quarterly board meeting for October at the new TC Futures facility.
- ✓ Tour the new Grace Kitchen connection site and identify additional support needed for customers.
- ✓ Attend the August 13th childcare summit to discuss industry support and grant opportunities.
- ✓ Review the occupations in demand committee meeting scheduled for August 21 and provide feedback on August 27 at the Executive meeting.
- Develop an onboarding process and provide board member training/orientation by the end of August/early PY2024.
 - In process.
- ✓ Amazon Hiring update.
- ✓ Commissioner Didier: Agriculture staff shortage; employees unable to work over 40 hours due to overtime; follow up on resources.



A proud partner of the AmericanJobCenter network

WorkSource Operator Report

Benton Franklin Workforce Consortium

July 2024

July Highlights:

- Multiple new partnership opportunities are in the works to increase service delivery access in the coming months, including accessibility to additional housing and employment resources with Washington Monitoring, a non-partisan voter registration and information table, coordination of a community wide workforce development and job seeker resource forum with TRIDEC, and addition of a new MOU partner: AARP/SCSEP.
- Additionally, establishment of the Benton City Mid-Columbia Library as the second official connection site is underway, which will increase access to virtual/online services for the community.

WorkSource Site Operations:

Customer Counts 7/1-7/31/2024		
Total Staff Assisted Seekers	527	
Total Staff Assisted Services	1315	
Unique Number of Businesses Served	67	
Staff Provided Business Services	100	
	Services Provided	Businesses Served
Business Assistance WorkSourceWA.com, Rapid Response, Business Friendly Programs, etc.	1	1
Employee Training Assessment, referral, enrollment, etc.	15	8
Other Employer outreach visit, marketing business services, etc.	40	34
Recruitment Hiring events, referrals, etc.	44	33
Wage & Occupation Information Labor Market Info, etc.	0	0

Data reporting Sources - Job Seeker Services: ETO Seekers Served by Office & Business Services: ETO Staff Provided Business Services (8/9/24).

July 2024 Customer Feedback:

- 43 customer satisfaction survey/interview responses were received.
 - Of the customers who responded, 96% will refer family and friends.
- Customer Feedback – *What we did well:*
 - “Cynthia was a great listener and she made me feel important and that I mattered. She gave me some great advice and was super friendly and well organized. Even though we

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711



A proud partner of the AmericanJobCenter network

don't have another appointment scheduled, she asked me to let her know how my interview tomorrow went, after that have it. That kind of care and support is remarkable and I really enjoyed my appointment with her. She was very complementary of me on my resume and skills. She is a tremendous asset and I'm so thankful I got the opportunity to work with her."

- "I have been treated so well by Kennewick Workforce. Monica always greets me by my first name & a big smile. Melanie continues to be so helpful. She has always made sure that I have the tools to succeed. Always positive & supportive. When I feel down, she lifts me up, with a will win attitude. I am truly appreciative. Thank you all."
- "Great communication and outstanding customer service. Extremely friendly and provided me with great information. Felt very supported as a business owner."
- Customer Feedback – *What we can do better:*
 - We received the following feedback in July to be addressed in August:
 - "Speak more openly to companies that claim to hire veterans, but do not seem to perform in that manner."
 - "I need an advocate. I need someone who will point in the direction of a good job and put in a good word for me."

Service Delivery

Career Services:

- Overall, we saw an increase of customers accessing basic career services at WSCB. In July, the Front End Services (FES) Team:
 - Provided 538 staff assisted services and supported access to 637 customers seeking self-service, for a total of 1175 services offered. They provided 38 one on one appointments and had a show rate of 84%. This is a 20% increase in total staff assisted services offered over June (972 total).
 - Facilitated group services with a total of 140 attendees, to include Meet & Greet, Job Search and Applications, and Resume. This is a 52% increase in attendance over June (92 attendees).
 - Handled 355 "general inquiry/option 7" calls: 344 in English and 11 in Spanish. This is a 39% increase in calls handled over the month of June (255 calls total).
- Virtual State Equal Opportunity (EO) Monitoring began 7/17. The physical portion of the monitoring will be rescheduled. Dates TBD.

Business Solutions:

- During the month of July, the BST hosted multiple special guests during their meetings, as well as holding team training opportunities, including:
 - 7/11: World Relief joined us for a conversation around connecting individuals with limited work histories, Limited English Proficiency, and/or who've moved from another country to local employment opportunities. This work will help inform Employment Specialists so they may actively refer and have awareness of preferred application processes.
 - 7/17: Travel to Spokane WS for introductions, a site tour, and learning/sharing session on best practices that both of our teams are currently utilizing.

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711



A proud partner of the [AmericanJobCenter](#) network

- 7/18: Maria Peña, Business Advisor with SBDC, joined a meeting for introductions and information sharing around her role, resources, and upcoming events to deepen our relationship.
- 7/25: Marissa Meyer, WIT Project Manager, joined the team to give updates on where the business services side of the project is at, as well as to gather feedback from the team on needed updates and wishlist items to ensure a positive business and staff experience when using the new WorkSourceWA.com and staff interface.
- To increase awareness of local business trends and connectivity between hiring businesses and job seekers, a member of the Front End Services Team will be in attendance at weekly BST meetings and will bring the information back to his colleagues.
- July Event Outcomes –
 - Two Rivers Correctional Institution (TRCI) Meet & Greet on 7/10: 8 attendees
 - Veteran Resume Workshop on 7/10: 2 attendees
 - Meet & Greet with ANS on 7/23: 6 qualified applicants attended and are being screened for employment
- Upcoming Events –
 - 8/9 from 10:30am-12pm: Transportation & CDL Showcase Workshop
 - 8/14 & 8/15 from 10am-12pm: PSSI Meet the Employer Event
 - 8/28 from 10:30am-12pm: Small Business Workshop
 - 8/29 from 9am-12pm: ANS Meet the Employer Hiring Event

Community & Partner Connections:

- 7/2: Teams BFWDC & WSCB met with Joel Bouchey, Kennewick Regional Director with AGC to explore deepening partnership to support local construction businesses and job seekers interested in a career pathway in construction.
- Kickoff meeting with Caity Robb of Stevens Media Group to begin contract work on the WSCB social media pages, including Google Business, LinkedIn, and Facebook. This work will allow us to reach community members with educational information about the services we provide and how to connect with us.
- 7/11: Hosted the Local Planning Area (LPA) meeting and brunch. The event was well attended and networking led to a number of new partnership opportunities, including implementation of a voter registration table at WSCB. This service will be available every other Wednesday from 10am-2pm mid-August through the end of October.
- 7/16: Introductory meeting with Matt Murphy, Government & Regional Affairs Director, and Lisa Arneson, Workforce & Education Coordinator with TRIDEC. Discussion centered around learning about our roles in the community, painpoints, and potential solutions through collaboration. Introductions to additional partners were made to expand the conversation to better serve our mutual customers in the workforce development arena.
- 7/17: Introduction and tour with Laura Culbertson, AARP/SCSEP representative. Laura will join us onsite Tuesdays and Thursdays starting in August. She will be working in an outreach and informational capacity until October, when AARP will join the WSCB MOU and be onsite full time.
- 7/18: Toured the new TC Futures site. It is anticipated that they will open as early as 6/30. WSCB is serving as a host site for staff and customers to ensure continuity of onsite services as needed during the transition.

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711



A proud partner of the AmericanJobCenter network

- 7/19: Introduction and tour of the Benton City Mid Columbia Library with Stacy Baker, Library Supervisor. This location will soon be established as the second connection site in our region, increasing access to virtual WorkSource services for community members in rural areas.
- 7/22: Introductions and initial onboarding meeting with Sandy Moore, Project Director, with AARP/SCSEP. This was an opportunity to learn more about our agencies, share how the WSCB partnership works together, and welcome AARP as our newest onsite partner.
- 7/24: Met with Emily Kok and Kevin Dunbar with ESD Records Management to learn more about records retention compliance as it pertains to social media. We were given guidance for documenting attempts to repair/restore issues with the current Facebook page and permission to delete the page so we can move forward with Stevens Media Group creating a new page to support community education efforts.
- 7/25: Our ESD partners conducted outreach at Coyote Ridge Correctional Center to share resources with incarcerated individuals and support them in planning their transition to civilian life upon release. This is part of a monthly outreach plan to support justice involved individuals in our community that could benefit from services to overcome obstacles to their personal career goals and assist them in meeting their basic needs so they can become self sufficient.
- 7/25: Met with John Penney, Veronica xxx, and Joe Brown of Washington Monitoring for introductions, to learn more about the services each of our agencies provide, and to identify ways we can partner to better serve our mutual customers and increase accessibility to services. More to come on ways we will do this, including in-kind space trades, cross training, and the potential to introduce peer to peer counseling onsite at WSCB.
- 7/29: Met with Caity Robb of Stevens Media Group to collaborate on the new Facebook page and discuss the process for creation of new informational content for sharing across all WSCB social media platforms.

Staff Training & Development:

Training/Development Attended:

- 7/17: Customer Kudos; Cross Training: Veteran's Services; July Data Review

Upcoming Training/All Staff Meetings:

- 8/7: Caught in the Act/Kudos; WSCB Business Updates; All Partner Roundtable
- 8/9: Policy Training – WIN0090: Assisting UI Claimants in WorkSource Offices

Facilities:

- 7/9: Replacement of water fountain filter by Goodwill
- 7/10: Adjustment of thermostats for summer season & replacement of batteries in sensors by WSC
- 7/11: AC system diagnostics and parts ordered by Jacob & Rhodes
- 7/17: WSC connect with Regional Facilities Manager regarding facility badge access and billing
- 7/22 & 7/23: Zipl Fiber onsite for equipment collection and reinstall in alternate suite
- 7/29-8/2: Bi-annual office clean up completed

Respectfully submitted by C. Bright on 8/9/2024

WorkSource is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. WA Relay Service: 711

July 2024

Open Doors Monthly Data

- Total GED tests taken this month: **43**
- Passing rate: **79%**
- GED completions in July: **7**
- Total GEDs awarded since January 2024: **57**

New Building

TC Futures is now settled in at its new location, 825 N Edison Street, Suite 100, Kennewick, WA 99336. If you are interested in a tour of the new building let us know!



Summer LEAD Program – Spotlight on Hospitality Futures

TC Futures' LEAD Summer Program recently took students studying hospitality on a field trip to Castle Catering in Richland. The students had a unique chance to learn more about the catering industry and the types of jobs that are available in that field. One of the coolest things about the Summer LEAD Program has been seeing the cohort of youth develop friendships with each other while learning.



Out of School Youth (OSY) – Success Story

While enrolled in the OSY program Kevin was coached to know how to look for in-demand jobs, he was provided financial literacy services, and post-secondary preparation services, and had regular meetings with his case manager to determine what his next steps would be. Kevin also enrolled in the State EcSA program. The OSY and State EcSA programs assisted Kevin with overcoming his barriers and helped him enroll in the Paul Mitchell School for barbering. Kevin credits the EcSA program for giving him access to post-secondary education in an industry that he is passionate about and one that will allow him to provide for his children.

Meet the Staff

Each month we will feature new staff members and information about what they do at TC Futures. This month is Amy Baxter, TC Futures Administrator, Rosa Cardenas, Customer Service Specialist, and Marla McMackin, Lead Youth Program Employment Specialist Case Manager.



Amy Baxter is the Program Administrator for TC Futures. She enjoys helping students and clients reach their goals. Amy assists the team in removing any barriers that may be in the way to success! She has a daughter and two dogs and has lived in the Tri-Cities her whole life. In her spare time, Amy enjoys spending time with her daughter, reading, and going to CrossFit. Amy has been at TC Futures since it began and has been instrumental in its growth!



Rosa Cardenas is a Customer Service Specialist and TC Futures. Her background is in customer service and workforce development from when she used to work at WorkSource Columbia Basin. Rosa makes it a point to make sure that everyone walking through the center doors feels welcome and knows they are not just a number. Rosa feels it is an honor to be a part of a team that makes a difference in the lives of youth and young adults. Her reward is seeing the smiles of the youth when they accomplish their goals!

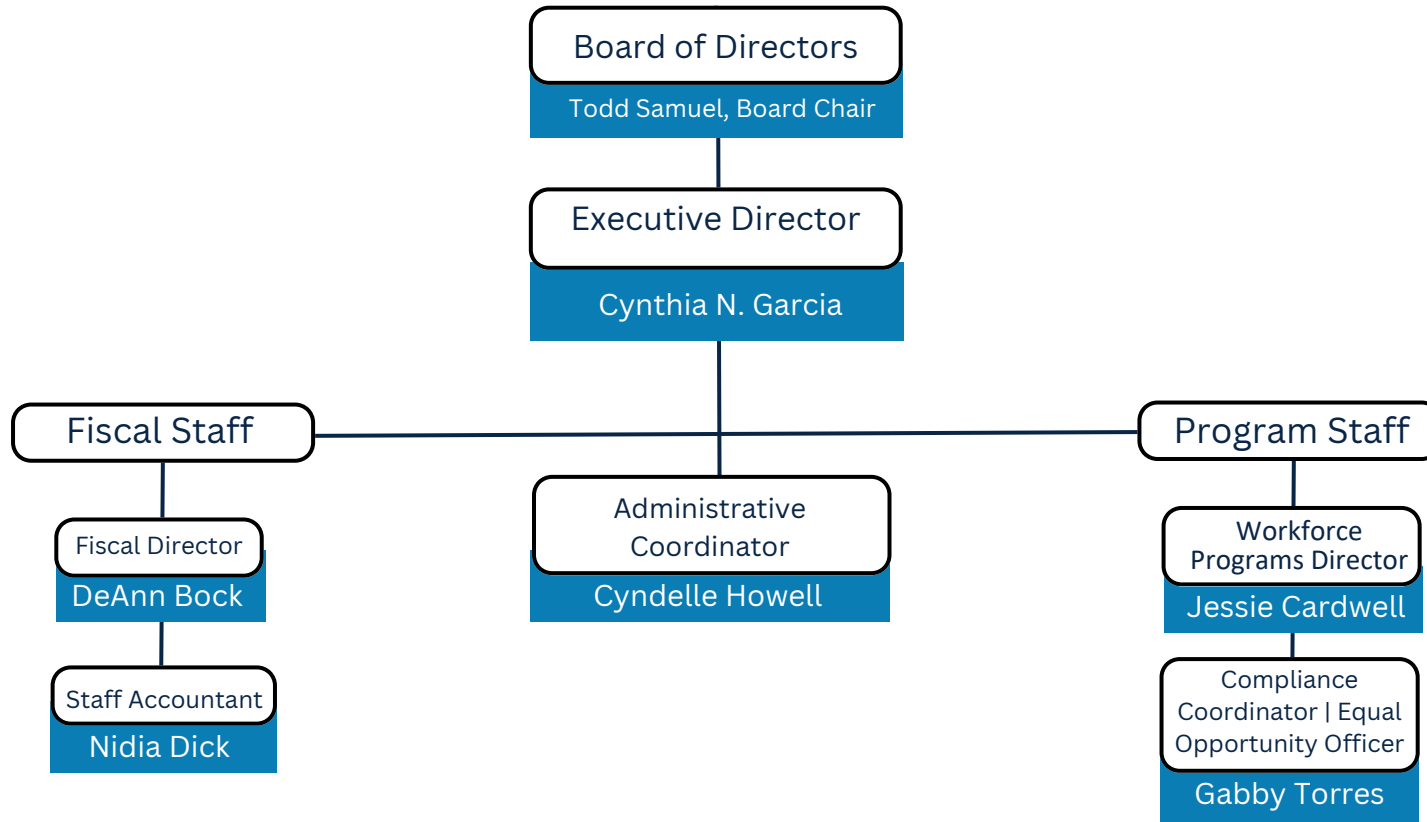


Marla McMackin is the Lead Youth Program Employment Specialist Case Manager for TC Futures. Her background is in business management and leadership, which allows her to connect effectively with both youth participants and employers to assist youth and young adults in continued training, education, and employment opportunities. Marla enjoys learning about what motivates youth participants, understanding their barriers, and helping them gain the necessary skills and knowledge needed to obtain their educational and employment goals. To Marla, the best part of her job is witnessing participants learn, grow, and achieve their goals to enhance their daily lives.



TC Futures is a collaborative partnership between the Benton Franklin Workforce Development Council and Educational Service District 123.

ORGANIZATION CHART





STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT

PO Box 9046 • Olympia WA 98507-9046

August 7, 2024

Cynthia Garcia
Executive Director
Benton Franklin Workforce Development Council
Via e-mail

Dear Cynthia,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please feel free to share this with your board and entire team, as you see fit, in appreciation of the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

Benton-Franklin Workforce Development Council quarter ending March 31st, 2024 (September 30th, 2023 for employment outcomes):

Outcome	Target	Actual
WIOA Adult Enrollments	128	160
WIOA Adult Employment Placements	15	17
WIOA DW Enrollments	123	126
WIOA DW Employment Placements	10	18
WIOA Youth Enrollments	150	181
WIOA Youth Employment Placements	17	17
Federal EcSA Enrollments	176	191
Federal EcSA Participants in Training	52	69
State EcSA Enrollments	30	102
State EcSA Participants in Training	8	23
QUEST Enrollments	32	88
QUEST Employed at Exit	23	50

Congratulations to Benton-Franklin for meeting or exceeding all performance measures for the WIOA Formula program. Of particular note was your performance in the WIOA Adult Formula program, where you exceeded your targets for employment placement. Your enrollment rate was likewise impressive, exceeding your target by 20%. Your exemplary performance across your Formula programs speaks well to both your dedication to your customers and to your ability to leverage resources to ensure that participants receive all resources that they need to be successful.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforceInitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director

Washington State Employment Security Department