

# Basic Food Employment and Training (BFET)

2017 Forum

FourPoints Convention Center • Bellingham WA  
May 10 - 12, 2017



Welcome to the sixth annual Basic Food Employment and Training Forum. We intend for this event to give providers, partners and stakeholders opportunities to enrich their knowledge of, and role within, Washington state's employment and training program. This year's theme is breaking down barriers:

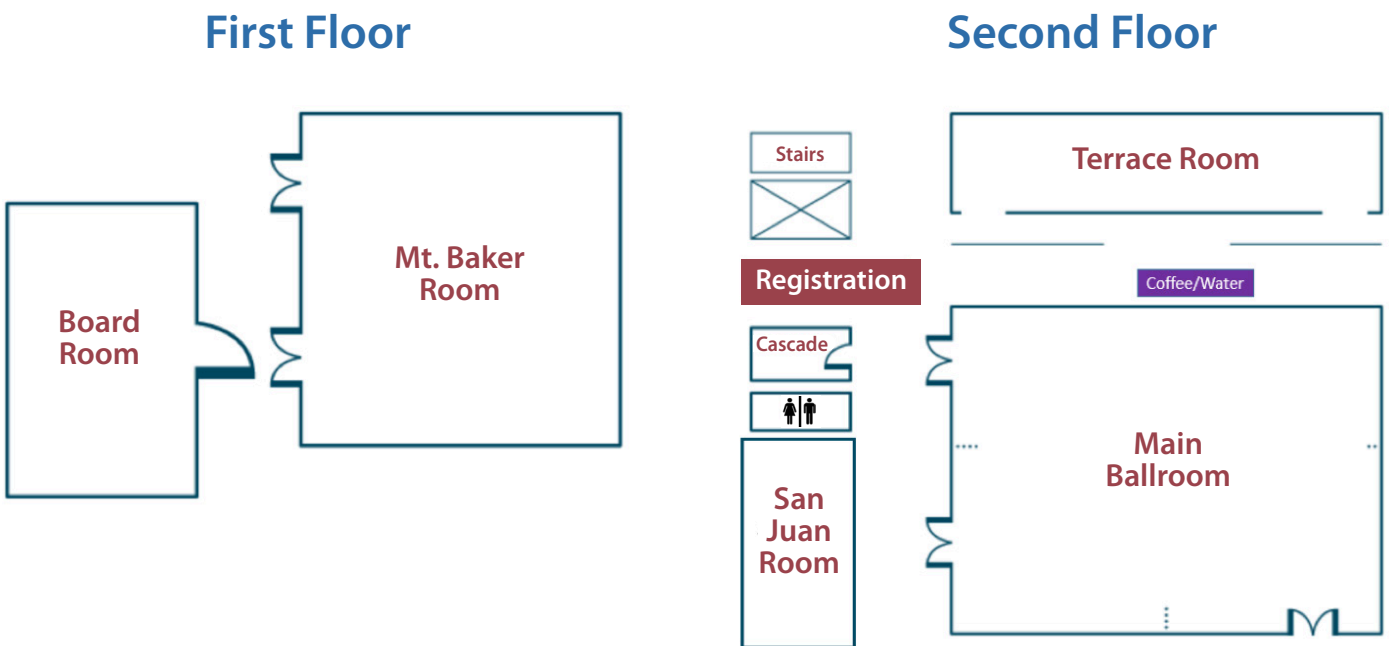
- Barriers for our participants,
- Barriers to employment, and
- Emerging barriers for our providers in their communities.

We hope the information sessions will reduce barriers while instilling a renewed sense of partnership, stamina and triumph to attendees.

Thank you again for joining us in our ongoing mission to Transform Lives.

*~The BFET Forum Training Committee*

**Find out more about the BFET program and its providers at: [www.dshs.wa.gov/bfet](http://www.dshs.wa.gov/bfet)**



## Day 1 • Wednesday, May 10

**7:30- 8:00 am** Registration - Business Center • Main Ballroom

**8:00 am** Opening/ Breakfast • Main Ballroom

**8:30 am** DSHS Welcome *Babs Roberts* • Main Ballroom

**9:00 am** Drum Opening *Lummi Nation* • Main Ballroom

**9:30 am** Food & Nutrition Services National Update *Brian Solomon* • Main Ballroom

**10:30-10:40 am** Break

**10:40-11:40 am** College Best Practices *Mat Carile and Various Colleges* • Main Ballroom

Social Media Marketing *Josh Hale* • Terrace

BFET 101\* *Mike Morris & Bessie Williams* • San Juan

Fresh Start; Working with Exoffenders *Stacey Malone-Miller* • Mt Baker

**11:40 am-1:00 pm** Lunch

**1:00-2:00 pm** How We BFET: CBO/Colleges *Samantha Poster & Various Panel Members* • Main Ballroom

Employment Pipeline *Calvin Greer & Barb Mooney* • Terrace

Serving the Homeless *Nick Codd & Opportunity Councils* • San Juan

FISCAL 101\* *Tami Davidson & Cathy Durgin* • Mt Baker

**2:00 - 2:10 pm** Break

**2:10-3:10 pm** Fundraising in the Business Sector *Ginny Lang* • Main Ballroom

Standardization in Documentation\* *Chandelle Frick & Linda Dofelmire* • Terrace

WorkFirst to BFET *Anna Minor & Sarah Garcia* • San Juan

eJAS\* *Tea'Launna Brown & Shelly Riddle* • Mt Baker

**3:10 - 3:20 pm** Break

**3:20-4:20 pm** Standardization in Documentation\* *Chandelle Frick & Linda Dofelmire* • Main Ballroom

Serving LGBTQQ Individuals *Jen Gillies* • Terrace

Creating Opportunities for ABAWDs *Corinna Adams & Troy Burgess* • San Juan

Division of Child Support & BFET\* *Devon Hay* • Mt Baker

**5:30 pm** Networking Dinners: Multiple offsite Locations (see back cover)

\* Options New Providers should consider

## Day 2 • Thursday, May 11

- 8:00-8:30 am** Breakfast • Main Ballroom
- 8:30- 9:30 am** Highway to Self-Sufficiency *Babs Roberts* • Main Ballroom
- 9:30-10:15 am** Client Success Stories - Various
- 10:15-11:15 am** Break
- 11:15 am - 12:15 pm** FISCAL 201\* *Tami Davidson & Cathy Durgin* • Main Ballroom  
WA Labor Market *Anneliese Vance* • Terrace  
Division of Child Support & BFET\* *Devon Hay* • San Juan  
Working Connections Childcare\* *James Hoseth* • Mt Baker
- 12:15 am-1:30 pm** Lunch
- 1:15-2:15 pm** Serving LGBTQQ Individuals • Main Ballroom  
Social Media Marketing *Josh Hale* • Terrace  
BFET Q&A\* *Corinna Adams, Chandelle Frick, & Kim Stelly* • San Juan  
Working Connections Childcare\* *James Hoseth* • Mt Baker
- 2:15-2:30 pm** Break
- 2:30-3:30 pm** Serving Youth *LeAsia Johnson & Shawnteal Turner* • Main Ballroom  
High School Completion Outreach • Terrace  
BFET File Organization\* *Troy Burgess & Bessie Williams* • San Juan  
Outreach Techniques\* *Courage 360 & Fulcrum* • Mt Baker
- 3:30-3:45 pm** Break
- 3:45-4:45 pm** Grant Writing Tips *Ginny Lang* • Main Ballroom  
Incarceration to Re-Entry *Aaron Kirk & Jere LaFollette* • Terrace  
WA Labor Market\* *Anneliese Vance* • San Juan  
FISCAL 201\* *Tami Davidson & Cathy Durgin* • Mt Baker

## Day 3 • Friday, May 12

- 9:00-10:00 am** Breakfast Wrap-up and FFY 18 Year Information • Ballroom
- 10:45-11:45 am** Keynote: Self-Care and Burnout Prevention *Dr. Karen Johnson* • Ballroom
- 11:45 am-12:00 pm** Travel/ Reimbursement Reminders • Ballroom
- 12:00 pm** Forum Concludes

\* Options New Providers should consider

## BFET 101

*Mike Morris, Deputy Regional Administrator, DSHS and Bessie Williams, BFET Program Manager, DSHS*

Learn the basics of BFET including how it operates, client outcomes, costs and successes.

This year has particular emphasis for Resources to Initiate Successful Employment (RISE) partners who are creating their sustainability plan for when the RISE pilot ends. (offered Day 1)

- Q&A session to close

## BFET File Organization

*Troy Burgess and Bessie Williams, BFET Program Staff, DSHS*

Have you ever wondered just what BFET staff is looking for in client files during a Monitoring Visit? Well here is your opportunity to learn, and also to pick up some healthy organization techniques that can help the Monitoring Visit go well for all involved. After the thousands of files we see yearly, we have picked up on some great techniques we would like to share as best practices. (offered Day 2)

## College BFET Best Practices

**This workshop focuses on three processes that have proven to be effective at the presenting colleges:**

(offered Day 1)

### 1. BFET 101 for College Administrators and Departments

*Monique Stefens, Whatcom Community College*

The BFET grant is challenging to explain to those who do not work with it on a regular basis. An overview of the funding process and grant guidelines can expand opportunities for your BFET program campus-wide. Come hear about and see a PowerPoint that has been successful in sharing BFET with Whatcom Community College administration and department heads to create informed collaboration.

### 2. Enhancing Employment Outcomes through Non-Traditional Partnerships

*Alison Fernandez, Skagit Valley College*

Learn about practices that lead to employment outcomes for BFET participants through non-traditional partnerships with commerce, and how grant funds can support these activities.

### 3. Community College and CBO Collaboration

*Jan Strand, Edmonds Community College*

Edmonds CC has successfully partnered with community-based organizations (CBOs), United Way, state agencies and other colleges throughout Snohomish County and north King County since the beginning of the Washington state BFET program. Learn how to “think outside the box” in your message to potential partners and create expanded resources for your BFET students.

## College Networking Meeting – Colleges Only

*Mat Carlisle, State Board of Community and Technical Colleges (SBCTC)*

An opportunity for colleges to network and communicate with each other and with SBCTC staff. (offered Day 2)

## Creating Opportunities for ABAWDs

Although only one county (King) in 2017 is affected by the Able Bodied Adults without Dependents (ABAWD) requirements, it is the county with the highest percentage of ABAWDs. This open-format session is to discuss ways in which the BFET program, DSHS and community partners can come together to support ABAWDs at risk of losing their Basic Food benefits. Come with ideas! (offered Day 1)

## Division of Child Support & BFET

*Ted Thornton, Division of Child Support, DSHS*

Learn about the Division of Child Support's (DCS) Alternative Solutions program and how it could be helpful to BFET participants who are noncustodial parents finding it difficult to continuously meet their financial obligations. Alternative Solutions connects parents to community resources, provides education and assistance regarding DCS, and works with parents to establish affordable monthly payments. (offered Day 1 and Day 2)

## eJAS Training

*Tea'Launna Brown, BFET Field Operations, DSHS and Shelly Riddle, eJAS IT Specialist, DSHS*

This session will explain contractor caseloads, including the historical caseload screen, explanation of BFET components and their limits, entering employment, entering closure codes, and client notes. Did you know there is a Caseload Management Report (CLMR) that you can use to see components expiring in the current month, or a report that shows expired components? Come listen for the first time about eJAS, or get a refresher. We will share updated information about automation as well as future system upgrades. (offered Day 1)

## Employment Pipeline

*Calvin Greer, Employment Pipeline Program Consultant, DSHS and Barbara Mooney, Employment and Training Coordinator, DSHS  
Sasha Siva and Venessa Holling, Employment Pipeline Navigators*

CSD Employment and Training Coordinators will review the benefits of the Employment Pipeline program. We will discuss how we partner with businesses and how we differ from other employment programs. Collaboration is one of the elements for the success of the program. We will describe how we are building those partnerships to help the clients we serve obtain and maintain employment. This session will describe the population we work with and how we are able to help clients become employed. We have found a niche helping businesses by sponsoring hiring events and we are excited to share some outcomes with you. (offered Day 1)

## Fiscal 101

*Tami Davidson and Cathy Durgin, BFET Fiscal, DSHS*

This session will have a brief overview of:

- Cost allocation; different methods; direct and indirect costs
- How to prepare the budget (revised worksheet)
- Requirements for reimbursement for BFET
- The difference between funding sources (administrative vs. participant reimbursement funds) and
- Q&A session to close

(offered Day 1)



## Fiscal 201

*Tami Davidson & Cathy Durgin, BFET Fiscal, DSHS*

This session will have a brief overview of:

- Local Match Information,
  - Acceptable local match certification
  - Possible local match grants
  - Donations used as local match
- Reutilized funds,
- How and when you can use the funds,
- The importance of monitoring, and
- The difference between funding sources (administrative vs. participant reimbursement funds).

(offered Day 2)

## Fresh Start: Working with Ex-offenders

*Stacy Malone Miller and Mathew Williams, Employment Security Department*

Finding employment with a conviction history can be challenging. This workshop will provide staff with the tools to help customers present their history to an employer, know which places might be more difficult to obtain employment, where to find resources to assist them in their job search preparation, and more. This workshop will cover best practice, collaboration and marketing tips that you can implement in your office. (offered Day 1)

## Fundraising in the Business Sector

*Ginny Lang, Ginny Lang Consulting*

An effective partnership between a nonprofit and a for-profit business can create a long-term, win-win relationship for support, awareness and mutual benefit.

- Distinguish the difference between philanthropic and marketing strategies
- Define cause-related marketing and its benefits to businesses and to nonprofits
- Identify the components of effective community relations programs
- Compare and evaluate your organization's programming for its appeal to potential partner businesses

(offered Day 1)

## Grant Writing Tips

*Ginny Lang, Ginny Lang Consulting*

A successful grant proposal is clear, concise and compelling. Like all proven fundraising practices, it focuses on the potential donor's interests, values and guidelines.

- Simplify the process of research and planning
- Improve your writing skills
- Easily assemble the components of a successful proposal

(offered Day 2)

## High School Completion Outreach

*Troy Goracke, Basic Education for Adults, SBCTC*

Participants will learn more about the various High School Completion Options in Washington state. They will also think about the resources in their area and how partnerships could be developed to expand services and reach more of the 600,000 adults in the state in need of high school completion services. (offered Day 2)

## How We BFET – College vs CBO Processes

*Samantha Poster, Seattle Goodwill; Kristi O'Neil and Leslie Sandoval, WorkSource; Debra Wager, Columbia Basin College  
Debra Erickson, Walla Walla Community College*

Sometimes the first step to knowing how to collaborate or co-enroll students is to know how each type of agency enrolls their clients. Please join us for a panel discussion on how each organization engages, enrolls, monitors and exits clients. (offered Day 1)

## Incarceration to Re-Entry

*Aaron Kirk and Jera LaFollette, Skagit Valley College*

Learn about the joint task force between the State Board of Community and Technical Colleges and the Department of Corrections developing statewide system improvements to help those re-entering the workforce from incarceration. (offered Day 2)

## Information about BFET Federal Fiscal Year 2018

*BFET Policy Team*

Although it may seem far away, FFY 18 is right around the corner. We will let you know how we are wrapping up FFY 17, when new budgets are due and what to expect for the new year of BFET. (offered Day 3)

## Networking Dinners

See detailed information on page 9.

Providers have an opportunity to interact with leaders not only from the BFET program but programs from throughout the Community Services Division. Signup sheets will be located at the registration tables listing the host, general topics and location of the group. Seating is limited.

**Please note:** Individuals must still purchase their own meals and possibly pay group gratuity. This is a voluntary opportunity. We hope that those who do not attend these dinner groups will take advantage of the extended lunch period to branch out and network with other BFET providers and out-of-state attendees. (offered Day 1)

## Outreach & Target Marketing – Making the Most of Your Local Resources

*Jack Hebner, Fulcrum and Autumn Hughes and Nancy Robles, Courage 360*

With over 58 years of combined experience, the Fulcrum Institute Dispute Resolution Clinic and Courage360 (WVVE) have a proven track record of serving low-income families in their communities. Both non-profit agencies provide invaluable employment services to local participants through the BFET program. We invite you to join us to learn more about how you can attract more BFET clients, and how to use the resources around you to help your BFET participants change their lives and be successful. (offered Day 2)

## Q&A – Open Forum

*Corinna Adams, Chantelle Frick, Kimberly Stelly, BFET Program Staff*

Come with your burning questions that might have even been ignited by other sessions. If we cannot answer it for you in the session, we will research the answer. (offered Day 2)



## Serving the Homeless

*Nick Codd, Seattle Jobs Initiative and Lorena Shah, Opportunity Council*

Many low-income adults face the difficult juggling act of trying to complete needed training programs, obtain steady employment and maintain stable housing in order to reach a level of stability and hope for the future. This session will offer a brief overview of housing and homelessness services including what might be available to BFET participants and how to best access assistance. It will address where to start and suggest approaches that BFET staff can use to best meet the needs of participants struggling with homelessness or housing instability. In addition, this session will look at employment and training approaches that show good promise in meeting the needs of homeless and unstably housed households. (offered Day 1)

## Serving LGBTQQ Individuals

*Jen Gillies, Grays Harbor College*

Learn about the history of Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQQ) communities, common terms, identity development models, statistics about bullying/harassment and better practices when working with LGBTQQ students and employees. (offered Day 1 and Day 2)

## Serving Youth

*LeAsia Johnson, Shawntel Turner and Samantha Poster, Seattle Goodwill*

Learn dynamic techniques that not only attract youth to employment and training programs but keep them engaged and supported. These presenters know; they have been there. (offered Day 2)

## Social Media Marketing

*Joshua Hale, JH Social Media*

In this session we will discuss case documentation, required forms or form language and how to properly use billing rosters. (offered Day 1 and Day 2)

## Standardization in Documentation

*Chandelle Frick, BFET Program Manager, DSHS and Linda Dofelmire, BFET Field Operations, DSHS*

In this session we will discuss case documentation, required forms or form language, and how to properly use billing rosters. (offered Day 2)

## Washington's Labor Market

*Anneliese Vance-Sherman, Labor Market Economist, ESD*

The Washington state labor market has recovered and is adding jobs. How do we know we are preparing the workforce of today and tomorrow to meet the challenges ahead? This presentation will outline industry and labor market trends and provide information about the future of the workforce. Includes a discussion about vacancies and demand/declining occupations. (offered Day 2)

## WorkFirst to BFET

*Sarah Garcia and Anna Minor, WorkFirst Program Managers, DSHS*

There are times when a client no longer qualifies for Temporary Assistance for Needy Families (TANF) cash assistance; however, they may not have reached their employment or self-sufficiency goals. In this session we will discuss current practices and ways BFET and WorkFirst (WF) work together to meet client needs. We will explore ways to improve program collaboration of WF and BFET staff to help clients transition from one program to the other and gain the skills and knowledge needed to obtain living-wage employment. (offered Day 1)

### Working Connections Childcare

*James Hoeseth, Child Care Subsidy Service Delivery, DSHS*

Learn about the positive changes coming this summer to both the Working Connections Child Care and Seasonal Child Care programs and how they may impact your program and operations. Take the mystery out of child care and learn about the application process, program requirements and where to go with questions or client specific concerns. Learn how clients apply for child care and what they need to get approved. Learn how to navigate the child care system and come away with a strong understanding of what your agency can do to help ensure a smooth approval process. Please join us to learn more about this valuable support program. (offered Day 2)

## Keynote Speaker



### **Karen A. Johnson, Ph.D.**

Executive coach, community servant leader, and government strategist, Dr. Karen A. Johnson is an accomplished change agent whose gifts and talents are sought out in government, nonprofit, business and faith-based markets.

Recognized for her engaging approach to strategic planning, leading change, and measuring success, Johnson is best known for her time-honored ability to inspire individuals and groups of people in communities, businesses and organizations to achieve results.

Johnson began her public service journey as an Occupational Therapist and spent over 14 years serving this nation's veterans in increasingly responsible positions with the Department of Veterans Affairs (VA).

She currently serves as the Strategic Initiatives Executive for the Washington State Department of Social and Health Services and has an extensive portfolio of community service, including leadership roles with the Olympia-Capital-Centennial Rotary Club, Thurston Thrives!, the Black Alliance of Thurston County and YWCA.

Johnson holds a bachelor's degree in Occupational Therapy, a master's degree in Public Administration and a doctorate in Urban Services.

She has lived in Washington state since 1997 and in Olympia since 2005.

Her passion is to advance liberty and justice for all.

# Networking Dinners and Locations

## 5:00 pm • May 10

Providers have an opportunity to interact with leaders not only from the BFET program but programs from throughout the Community Services Division. Signup sheets will be located at the registration tables listing the Special Guest, general topics and location of the group. Seating is limited.

**Please note:** Individuals must still purchase their own meals and possibly pay group gratuity.  
*This is a voluntary opportunity.*

Restaurants	Location	Special Guest, Topic or Speciality	Spots Available
Bobs Burgers & Brew	2955 Newmarket St., Bellingham, WA	<i>Tami Davidson &amp; Cathy Durgin, BFET Fiscal</i>	22
Brandywine Kitchen	1317 Commercial St., Bellingham, WA	<i>Brian Solomon, Food and Nutrition Services</i>	23
Aslan Brewing Company	1330 N Forrest St., Bellingham, WA	<i>Shelly Riddle and Chandelle Frick, eJAS Wish List</i>	20
Local Public House	1427 Railroad Ave., Bellingham, WA	<i>Corinna Adams &amp; Troy Burgess, BFET in General</i>	22
The Woods Coffee	813 Lakeway Dr., Bellingham, WA	<i>Samantha Poster &amp; Felicia Talbott, RISE Sustainability Planning</i>	23
Boundary Bay Brewery & Bistro	1107 Railroad Ave., Bellingham, WA	<i>Shavana Howard, Basic Food Policy Administrator</i>	22
D'anna's Café Italiano	1317 N State St., Bellingham, WA	<i>Ashley Mai, Office of Refugee and Immigration Assistance</i>	18
Five Columns	1301 E Maple St., Bellingham, WA	<i>Mike Morris &amp; Dave Skaar, Region 2 (King to Whatcom County)</i>	21

## Reminders

**BFET Providers may invoice half of the registration fee** (as budget allows)

- Monthly invoicing: May invoice
- Quarterly invoicing: June invoice
- RISE providers invoice 100 percent

**Travel is charged based on per diem lunch and dinner for May 10-11. Breakfast cannot be claimed as it was provided.**

