



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 carried unanimously to approval.

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

DeAnn provided the finance reports and budget period ending May 2024. 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 budget, highlighting increased funds for professional services due to anticipated audit costs and detailing IT security needs, including quotes for multi-factor authentication. A \$10,000 decrease in facility costs was noted. Budget discussions covered insurance, dues, software renewals, and professional development. Cynthia stressed the importance of training, while Amanda inquired about travel and training budgets compared to pre-COVID levels. The committee debated prioritizing valuable conferences and events. Todd suggested a detailed discussion before the quarterly board meeting to address any concerns before final approval.

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 carried unanimously to approval.

Banking Research

The fiscal team provided a banking services selection update.

Bank Options Considered:

1. Washington Trust: Does not facilitate true nonprofit accounts.

2. Community First: Unable to obtain clear account information before the meeting.
3. US Bank: Facilitates nonprofit accounts with no additional fees.

The fiscal team plans to contact US Bank for additional information on their nonprofit accounts, also following up with Community First. Todd will visit Hapo to discuss ongoing issues with banking.

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 extending quarterly board meetings from 1 hour to 1.5 hours to allow more focus on the strategic plan and partner presentations. Todd supported trying the change with an option to revert if needed. Amanda requested advance notice for planning. The committee expressed hesitancy and recommended discussing the proposal further at the next full board meeting due to time constraints.

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

Members reviewed chamber membership and luncheon strategies to boost engagement and value. Todd suggested attending chamber meetings quarterly with specific goals, such as enhancing board and staff visibility. He also proposed paying for board members' lunches to increase participation and suggested personal invitations or corporate attendance. Cynthia noted challenges in fully utilizing memberships, while Amanda questioned the necessity of board member attendance at every event, suggesting it might be a staff role. Members discussed optimizing membership options for regional chambers.

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.

Next Meeting

Executive Committee Meeting – Tuesday, August 27, 2024, 4:00 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:

Signed by:
Todd Samuel, Board Chairperson and Treasurer 10/3/2024

 Todd Samuel, Board Chair & Treasurer Date

Signed by:
Lynn Ramos-Braswell, Board Secretary 10/4/2024

 Lynn Ramos-Braswell, Board Secretary Date