



## Benton Franklin Workforce Development Council (BFWDC)

### Executive Committee Minutes

April 30, 2024, 4:00 p.m., Zoom | WSCB Hybrid

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#### Call to Order & Welcome

Todd Samuel called the meeting to order at 3:13 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

March 26, 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 March 26, 2023, Committee meeting. Amanda Jones motioned to approve; Commissioner Didier seconded; the motion was carried unanimously to approval.*

#### Finance Reports – DeAnn Bock

DeAnn Bock explained delayed financial information and plans to update the portal with current data. She provided financial reports for the period ending 02/29/2024 and will provide quarterly, year-to-date actuals, and two years of comparison. DeAnn will also include quarterly breakdowns of categories such as dues, fees, and subscriptions and discuss the balance sheet and reimbursement accounts, as well as percentages compared to prior years.

#### BFWDC Updates - Cynthia N. Garcia/All

##### BFWDC Job Opportunities

##### Staff Accountant & Compliance Coordinator

Cynthia expressed her gratitude to Board Member Adolfo de Leon, for taking the time to be part of the interview panel. His perspective was valuable and highly appreciated. Both open BFWDC positions have been filled by reviewing resumes and cover letters from potential candidates, looking for relevant experience and skills, panel interviews, and calling references. First, is the staff accountant position, Nidia Dick has filled this position and will report to and assist the Fiscal Director with cash management, financial reporting, monthly financial statements, and other staff members with overall accounting support, which will start May 16th. The second, Compliance Coordinator, has been filled by Gabriela "Gabby" Torres, who will work closely with Jessie and Cynthia with programs and equal opportunity responsibilities. She comes from Goodwill Industries with an excellent background in monitoring files and ensuring compliance with the Department of Housing and Urban Development.

#### Board Resignations

We have received two board resignations in the past three months. The first one was from Leticia Torres. She has served on the board since September 2022, representing the business sector. Carlos Martinez, representing business, has served the BFWDC board since April 2019. Both indicated that, for personal reasons, they could not devote the time and energy required to fulfill the role as required by the board.

#### Board Re-elections

There are two board members whose terms will expire at the end of the program year; they both have expressed their interest in continuing to serve the board and she will be presenting a motion at their following meeting.

- Representing Labor: Robert (Bob) Legard - Central Washington Building & Construction Trades Council.
- Representing Title-2 Adult Education: Michael Lee, CBC

#### New Board Member Election

Dr. Shela Erickson, owner and veterinarian at Horse Heaven Hills Pet Urgent Care and Medical Center has expressed interest in board membership. Cynthia has had the opportunity to meet with her and discuss their mission and vision, as well as board expectations, Sheila is eager to take on these responsibilities and continue positively impacting our community, especially youth and young adults. Cynthia will request a motion to nominate Sheila Erickson, DVM, as a member of the Board of Directors representing the Business sector.

Finally, Cynthia expressed her difficulties connecting with the president of the Central Washington Building Trades for nominations as there has been a vacancy since October 2023.

Amanda Jones committed to contacting Nick B. to request he reach out to BFWDC staff for recommendations to fill the vacant Labor position.

#### BFWDC Performance Expectations and Goals Update - BFWDC Staff

The BFWDC four-year strategic plan has been submitted to the Workforce Training and Education Coordinating Board and Employment Security Department and recently received feedback indicating that:

- The BFWDC local plan is well-researched and includes strong stakeholders/partnerships, research, data, and goal setting. It also includes well-coordinated and broad partnerships and a clear and comprehensive approach to serving jobseekers and business communities.
- During the board meeting, Cynthia will present a proposed update on one of their objectives to ensure they meet the strategic priorities outlined in the State workforce board's Talent and Prosperity of All plan.

#### Round Table

Utilizing funding for small business incentives and microgrants in Franklin County.

- Jessie Cardwell detailed incentives and micro-loans for the affordable housing program, including that Businesses in downtown Pasco are receiving microgrants to help with equipment and training needs.
- Cynthia Garcia and others discuss challenges with spending funding and taking time to understand allowable expenses.
- Amanda Jones suggests using Bower star ratings to evaluate banks' financial health.
- Staff suggest a financial literacy workshop to address debt and spending issues.

### Adjournment

Todd Samuel adjourned the executive committee meeting at 3:48 p.m. for the full board meeting following.

### Action Items

- Contact Nick Bumpaous at Central Washington Building Trades for a labor representative nomination.
- Schedule a bank presentation for the next quarterly meeting.
- Post about new staff on social media and introduce them at the next meeting.
- Amanda Jones to schedule a meeting with Crystal Bright to discuss financial literacy training demand.
- Cyndelle Howell to solidify a date and time for Amanda to meet with the BFWDC staff.

### Next Meeting

**Executive Committee Meeting** – Tuesday, May 28, 2024, 4:00 p.m. WSCB Room 7 | Zoom Hybrid

**Quarterly Board Meeting** – Tuesday, July 30, 2024, at 4:00 p.m. WSCB Room 8 | Zoom Hybrid

### Attendance

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

Respectfully Submitted:

*Todd Samuel*

8/1/2024

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Todd Samuel, Board Chair & Treasurer

Date

Signed by:

*Lynn Ramos-Braswell, Board Secretary* /2024

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Lynn Ramos-Braswell, Board Secretary

Date