



**Benton Franklin Workforce Development Council (BFWDC)**  
**Executive Committee Minutes**  
 November 28, 2023, 4:00 p.m.: Zoom

**Call to Order & Welcome**

Todd Samuel called the meeting to order at 4:00 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC. Todd reminded those in attendance to have their cameras on to capture who was speaking.

Cyndelle Howell conducted a roll call of Board members and staff to the Board – a quorum was present.

Cyndelle welcomed virtual guests, asking that they communicate their name and organization using the Zoom chat feature.

**Minutes**

October 31<sup>st</sup>, 2023, Executive Committee meeting minutes were presented for a motion to approve.

*Todd Samuel called for a motion to approve the Executive Committee meeting minutes from October 31, 2023.*

*Commissioner McKay motioned to approve the October 31, 2023, Executive Committee meeting. Adolfo de Leon seconded; the motion was carried unanimously to approval.*

**Adjournment**

Todd Samuel adjourned the executive committee meeting at 4:07 p.m. to those not on the Executive Committee or Staff to the Board for a closed session.

**Next Meeting**

**Executive Committee Meeting** – Tuesday, January 30, 2023, at 3:00 p.m. WSCB Room 7/Zoom

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

**Attendance**

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

Respectfully Submitted:

*Todd J. Samuel*

3/25/2024

Todd Samuel, Board Chair

Date

DocuSigned by:

Lynn Ramos-Braswell, Board Secretary 2/25/2024

838496714074430

Lynn Ramos-Braswell, Board Secretary Date

DocuSigned by:

Cyndelle A. Howell, Administrative Assistant 2/28/2024

60DB968A0304C1...

Cyndelle Howell, Administrative Assistant Date