



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

July 29, 2025, 3:00 p.m., WorkSource Columbia Basin | Zoom

Local Elected Officials

Commissioner Will McKay
Commissioner Clint Didier

Executive Members

Todd Samuel
Adolfo de Leon
Lynn Ramos-Braswell
Amanda Jones
Megan McCary

BFWDC Staff

Cynthia N. Garcia
DeAnn Bock
Jessie Cardwell
Gabby Torres
Raul Ochoa

Guest

Jackson Little - Guest

Excused Absences

Commissioner Will McKay

BFWDC Staff Excused Absences

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.

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

Minutes

June 24, 2025, Executive Committee meeting minutes were presented for a motion to approve.

Todd Samuel moved to approve the board meeting minutes as presented, and the motion is seconded by Commissioner Didier. The minutes were unanimously approved.

Motion to Approve PY25 State EcSA Community Reinvestment Contracts - Cynthia N. Garcia

- Cynthia Garcia discussed the EcSA Community Reinvestment Funds contract, explaining the need to approve \$373,140 for services effective July 1, 2025, through June 30, 2027.
- Jessie Cardwell and Cynthia Garcia clarified the allocation of funds, including \$40,000 for administrative support and the use of funds for financial coaching and match accounts.
- Adolfo de Leon and Amanda Jones asked questions about the allocation and performance measures, Todd suggested for auditing purposes letter to be revised for further clarification. Cynthia Garcia agreed to remove the language of our local tracking from the document.

Todd Samuel motioned to approve; Adolfo de Leon seconded the motion. The EcSA Community Reinvestment Funds contract was unanimously approved in the term following the motion and second.

Motion to Approve PY25 Fiscal Budget & Fiscal Report – DeAnn Bock

DeAnn Bock provided a high-level overview of the financial accounts and asked if there were any questions on the documents included in the meeting packet.

PY25 Fiscal Budget

- Notable Adjustments – Professional development removed. Travel was lowered.
- No assumptions or additional funding currently on the budget

Amanda Jones motioned to approve; Adolfo de Leon seconded the motion. The PY25 Fiscal Budget was unanimously approved following the motion and second.

BFWDC Executive Director Report - Cynthia N. Garcia

- Cynthia Garcia provided the draft of the Workforce Needs Committee Charter, to seek input from board members on participation and goals.
- The committee will aim to gather input from the community, businesses, and labor market to inform program decisions and training opportunities.
- Discussion focused on the committee's structure, including the possibility of virtual meetings and the importance of board member representation.

Workforce Program Report – Jessie Cardwell

Jessie Cardwell provided a summary of PY24 performance and updates for PY25 performance for WIOA Title IB Adult, Youth and Dislocated Worker programs as well as State and Federal EcSA, Community Reinvestment Funds and QUEST DWG. No questions were asked.

Adjournment

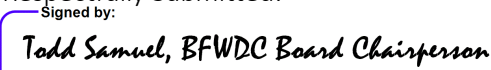
Todd Samuel adjourned the executive committee meeting at 3:55 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, August 26, 2025, 4:00 p.m. Location: WorkSource Columbia Basin, Room 7 | Zoom Hybrid.

Quarterly Board Meeting – Board Meeting – Tuesday, October 28, 2025, at 4:00 p.m. Location: WorkSource Columbia Basin, Room 8 | Zoom Hybrid.

Respectfully Submitted:

Signed by:	
 Todd Samuel, BFWDC Board Chairperson	9/16/2025
D7F28D83A93B41F Todd Samuel, Board Chair	Date

Signed by:	
 Lynn Ramos-Braswell, Board Secretary	9/16/2025
16CB105360F349E... Lynn Ramos-Braswell, Board Secretary	Date