



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

May 27, 2025, 4:00 p.m., WorkSource Columbia Basin | Zoom

Local Elected Officials

Commissioner Will McKay
Commissioner Clint Didier

Executive Members

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

BFWDC Staff

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

Excused Absences

Commissioner Will McKay
Commissioner Clint Didier
Lynn Ramos-Braswell

BFWDC Staff Excused Absences

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.

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

Cyndelle welcomed guests, presenters, and system partners, asking that they communicate their names and organization using the Zoom chat feature.

Minutes

April 29, 2025, Executive Committee Meeting Minutes were presented for a motion to approve.

Adolfo de Leon motioned to approve the April 29, 2025, meeting minutes as presented; Andrew Cook seconded. The meeting minutes were unanimously approved after a motion and a second.

Motion to Approve Board Membership - Cynthia N. Garcia

Cynthia announced that board chairperson Todd Samuel has agreed to serve another three-year term ending June 30, 2028. **Representative for Business: Todd Samuel**

Cynthia then called for a motion to approve Todd Samuel as a board member representing business. Todd expressed his appreciation for the invitation to continue in his role. A motion to approve Todd Samuel for an additional term was made and seconded, with no opposition.

Andrew Cook motioned to approve; Amanda Jones seconded the motion. Todd Samuel was unanimously approved for an additional term following the motion and second.

Cynthia added that Todd has been a dedicated and highly engaged board member, bringing valuable insights and consistent support to our mission. His contributions have helped move our work forward in meaningful ways. We're grateful for his continued commitment and leadership.

Update on Board Members and Vacancies

Cynthia Garcia provided an update on Board membership. She recommended appointing Dan Glenn, Training Director at UA 598 JACT, to represent Labor on the Board. Cynthia has met with Dan and is awaiting the return of his application.

Motion to approve TC Futures Specialized Site Review Committee Recommendations - Todd Samuels/Cynthia N. Garcia

The BFWDC Certification Committee have completed their review and assessment of TC Futures as a Specialized Site for the delivery of youth focused workforce development services for the Benton and Franklin County regions. The committee met on May 14th at the TC Futures facility at 825 N. Edison – Suite 100, Kennewick, WA to conduct independent and objective evaluations of TC Futures as a Specialized Site, where WIOA Out-of-School Youth (OSY) services are delivered, assessing their effectiveness in areas such as customer satisfaction, physical and programmatic accessibility, and opportunities for continuous improvement.

The committee was very impressed with the planning and organization that has gone into developing an environment where youth can gain the necessary training, guidance, and support needed to successfully enter our regional workforce. Further, the committee recognizes the on-going efforts and progress made to date within TC Futures to achieve a high standard of excellence. From the committee's review and observations, it was very apparent that TC Futures is continuing to pursue varying ways to improve the effectiveness of how its services are provided in an effort to maximize the youth's opportunity to be adequately equipped to enter the region's workforce. These continuing efforts are recognized and highly valued!

The committee unanimously recommends that the BFWDC Board of Directors approve TC Futures as a Specialized Site for the delivery of youth focused workforce development services in our region for the period of performance of May 2025 thru 2028 considering the recommendations listed on letter May 23, 2025 and attached to the Executive Committee packet.

The motion to approve the TC Futures Specialized Site committee recommendation is made by Andrew Cook and seconded by Megan McCary, with no opposition.

BFWDC Executive Director Report- Cynthia N. Garcia

2025 Board Retreat- Strategic Objectives for PY25/PY26- Follow up

Following our recent board retreat, all Strategic Objectives proposed by members for Program Years 2025–2026 have been compiled into a single comprehensive document. After a thorough review of all tasks, staff recommends prioritizing the following goals for the upcoming program year:

Objective 1: Strengthen WSCB and TC Futures Service Outcomes

We recommend renewing focus on the Community Strategy Plan developed in 2020. Significant groundwork was laid at that time, but shifting priorities during COVID delayed progress. We are now well-positioned to re-engage with the plan's goals—particularly around public relations and outreach—to advance our service outcomes.

Objective 2: Increase BFWDC Board Impact

We aim to deepen our engagement with trade and apprenticeship programs to meet the growing demand for hands-on, career-focused training. These pathways are vital to building a skilled, resilient

workforce and ensuring access to well-paying jobs. Strengthening connections in this area will enhance both workforce development and community growth.

Objective 3: Expand Marketing and Outreach Efforts

To raise awareness and drive engagement, we propose increasing employer outreach and solidifying business partner buy-in across the region. A stronger communications strategy will help us better convey the impact of WSCB, TC Futures, and BFWDC's work to current stakeholders, collaborators, and future partners.

The board agreed to the recommendations. Cynthia will be informing the full board of the PY25 priorities and also share the Community Strategy Plan developed in 2020.

BFWDC Staff Updates

As many of you know, Cyndelle Howell will be leaving us, with her last day on May 29, 2025. Her dedication and positive spirit will be greatly missed, and we're truly grateful for all she's contributed. Cyndelle has been working with Raul and Gabby to ensure a smooth transition. While we do plan to fill the position, recruitment will be delayed as we await final budget figures and reassess the role to align with current needs and resources.

State EO Monitoring (Equal Opportunity, Program, Fiscal and Administrative)

Last week we had the State EO Monitors onsite, they conducted interviews of staff, customers and service providers, they also conducted a facility walkthrough to ensure the facility is ADA compliant and any item identified during the last visit were addressed appropriately. We don't have the final report yet, but we are aware that no major concerns were brought. I will say that every year, the pressure of the doors comes up as items to correct. Gabby is doing a fantastic job ensuring our WSCB and TC Futures is accessible and in compliance.

Program Monitors - The onsite review for the Benton-Franklin Workforce Development Councils is scheduled to begin on June 9, 2025. A remote desktop review will begin the week prior to the onsite review. The monitoring consists of the review of program eligibility, services provided, outcomes, entries, review of case notes, review of our local policies and procedures, review of our Memorandum of Understanding agreements, Administrative Controls, Monitoring, and One Stop Certifications, Procurements and Contracts, Cost Allocation Plan.

WIOA Title 1-B Formula Allocations - Cynthia N. Garcia

Cynthia provided an overview of PY25 potential formula allocations during PY24/FY2025 we were awarded \$3,007,477.00. For PY25/FY26 the potential formula allocations indicate \$2,782,122.00- that is a \$225,355.00 difference from last program year. Both the Youth and Adult programs have been impacted for the upcoming program year. It is important to mention that DW program has received a funding increase compared to the previous two program years.

While we will be operating with slightly fewer overall funds than last year, I remain confident that, through careful planning and continued collaboration, we can maintain strong program outcomes and maximize the impact of our available resources. This shift also presents an opportunity to reassess priorities, streamline operations, and explore innovative approaches to service delivery. We are already identifying ways to increase efficiency and leverage partnerships to stretch every dollar. Our commitment to delivering high-quality services and achieving meaningful outcomes for the communities we serve remains unchanged.

Fiscal Report

DeAnn Bock provided a financial overview as of May 15, 2025:

Accounts are on track

- DeAnn Bock noted there were no unusual activities in the financial statements.
 - **Corporate entity** – Low Activity
 - **BFWDC** - is on track
 - **WSCB (WorkSource Columbia Basin)** - We are monitoring year-end. There is no concern since they typically stay within the budget.
- A question was raised about the lease liability being greater than the right-of-use asset, which DeAnn attributes to the term of the lease.
 - An explanation for the difference between the lease liability and right-of-use asset in Form 990 was requested.

Donations

- Todd Samuel made a plea for board donations, noting a lack of contributions

Workforce Programs Report

Workforce Program Director Jessie Cardwell provided a brief update on:

Funding and Allocation:

- Workforce allocation for youth and adult programs has been impacted for the upcoming program year
- Total funding is \$225,000 less than the last program year
- The Dislocated Worker (DW) program is getting more funding due to COVID-year calculations

Current Program Highlights:

- Crystal identified a grant with **BFT** for bus tickets. She completed the questions and sent them for submission, which resulted in securing 620 tickets that do not have expiration dates. This will help extend the unrestricted funds further, and we can apply more multiple times per year.
- Working on planning for the Regional Challenge Grant with STEM Foundation for two-generational credential attainment:
 - **WSAC**-funded with \$552K for the next two years. The new contract will run from July 1, 2025, to June 30, 2027. The plan includes “front-loading” year-1 activities and deliverables. The partnership has graduated from the “formation” phase and is now considered to be in “early implementation” by WSAC. This designation requires more detailed plans in the statement of work. Between now and mid-June, the leadership team will participate in technical assistance meetings with WSAC to finalize the updated budget and SOW.
- **WIOA Title I B-numbers** are performing well through April. There is one quarter remaining to complete performance, with a focus on exits.
- **QUEST** continues to serve those enrolled. All goals have been achieved/exceeded, they are still enrolling, but this program ends in September, so that will slow down. It will help get through the quarter on cap of the formula programs.

- **EcSAs'** numbers look good, with the Federal EcSA extended through September assisting with budget cuts and the quarter 1 cap for the next program year. State EcSA numbers are also strong.
- **Community reinvestment funds** the goals look great, with successful self-employment cohorts for adults. The Hispanic chamber has agreed to conduct two more cohorts for youth entrepreneurs starting in June.
- **WaWorks Update:** The project was scheduled to launch in November of 2025. Federal requirements for Participant Individual Record Layout (PIRL) reports have caused delays, impacting PIRL development and other core features necessary for launch. A revised timeline will ensure compliance with state and federal requirements.
- **Challenges:**
 - Reduced staffing
 - Need to stretch limited dollars

Continuing to seek additional non-federal funding opportunities

Adjournment

Todd Samuel adjourned the executive committee meeting at 4:57 p.m.

Next Meetings

Executive Committee Meeting – Tuesday, June 24, 2025, 4:00 p.m. Location: WorkSource Columbia Basin, Room 9 | Zoom Hybrid.

Quarterly Board Meeting – • Board Meeting – Tuesday, July 29, 2025, at 4:00 p.m. Location: WorkSource Columbia Basin, Room 8 | Zoom Hybrid.

Respectfully Submitted:

Signed by:

D7F28D83A93B41F... **Todd Samuel, BFWDC Board Chairperson** 8/7/2025

Todd Samuel, Board Chair Date

Signed by:

10CB105300F349E... **Lynn Ramos-Braswell, Board Secretary** 8/7/2025

Lynn Ramos-Braswell, Board Secretary Date