

Benton – Franklin Workforce Development Council (BFWDC)

**EXECUTIVE COMMITTEE MEETING**

Tuesday, February 25, 2025, 4:00 p.m.

Location: WorkSource Columbia Basin 815 N. Kellogg Street Suite D., Kennewick, WA 99336 | Zoom Hybrid

Join Virtual Zoom Meeting: <https://bf-wdc-org.zoom.us/j/87608914264?pwd=KLbJXaF9wUtx0gCYimdNC58wuRTjXv.1>

Meeting ID: 876 0891 4264 | Passcode: 667288

*Please note that this meeting is recorded for record-keeping and quality-assurance purposes.*

**AGENDA**

- **Call to Order & Welcome – Todd Samuel**
  - Board Member/BFWDC Staff Roll Call & Excused Absences – Cyndelle Howell
  - Visitor Welcome & Public Comment – Todd Samuel
- **Approval of Board Minutes (Needs a Vote)**
  - To approve January 28, 2025, Executive Committee Meeting Minutes as presented
- **Fiscal Report – DeAnn Bock**
  - **Emily McCann**, CliftonLarsenAllen – Audit Report
- **Workforce Programs Update – Jessie Cardwell**
- **WWA Hill Climb Updates-** BFWDC staff/Board Member
- **Occupations in Demand (OID) Committee Update – Gabby Torres**
  - To approve Mid-Year OID Recommendations as presented
- **Executive Director Updates– Cynthia N. Garcia**
  - Hospitality Sector Focus Groups
  - Board Retreat
  - NTIA Grant
  - OSO RFP Committee
  - Full Board Quarterly Meeting- Feedback received
- **Member Updates & Business Engagement – All Board and Ex-Officio Members**
- **Adjournment**
  1. Program Year 2024 Board Retreat - Wednesday, March 12, 2025, 8:30 a.m.  
Location: [SEWNEO Training Center 1718 W. Sylvester St. Pasco, WA](#)
  2. Executive Committee Meeting – Tuesday, March 25, 2025, 4:00 p.m. Location: WorkSource Columbia Basin, Room 9 | Zoom Hybrid
  3. Board Meeting – Tuesday, April 29, 2025, at 4:00 p.m. Location: WorkSource Columbia Basin, Room 8 | Zoom Hybrid

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Attachments:

1. 2025.01.28 Executive Committee Meeting Minutes
2. 2024.12 Finance Reports
3. 2025.01 TC Futures Report
4. 2025.01 WorkSource Operator Monthly Report
5. 2025.01 Program Performance Summaries
6. 2025.02 OID MidYear Recommendations