



Benton Franklin Workforce Development Council (BFWDC)

Executive Committee Minutes

October 29, 2024, 3:00 p.m., TC Futures | Zoom

Call to Order & Welcome

Todd Samuel called the meeting to order at 3:01 p.m. Todd welcomed all in attendance and thanked them for taking the time to support the mission and vision of the BFWDC.

Cyndelle conducted a roll call of board members and staff to the board, and a quorum was present. Todd and Cyndelle welcomed virtual guests, asking them to communicate their names and organization using the Zoom chat feature. Todd reminded those in attendance to have cameras on, to capture who was speaking.

Minutes

September 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 Committee meeting on September 26, 2024.

Todd Samuel motioned to approve; Will McKay seconded and unanimously approved.

BFWDC Finance Reports as submitted for the period ending August 2024 – DeAnn Bock

Statement of Budget to Actual Expenditures (For Period 7/1/24 – 08/15/24)

The financials were included in the packet. Fiscal director, DeAnn Bock, presented changes to the budget and expenditure statements, including a new format with additional comparison columns and a Statement of Cash Flows. The rent and facilities expenses were slightly over budget due to a final invoice reconciliation from the move to the new lease. Advertising and outreach expenses were higher due to costs for connection site signage. The board discussed the importance of the recent grant received from the Three Rivers Community Foundation, which provides unrestricted funding which has been a long-standing goal for the organization. The financial reports and updates were provided to the board, and there were no major issues or concerns raised.

Host Welcome and Tour – Todd Samuel/Melanie Olson

Todd Samuel suggests a tour of TC Futures for board members who haven't visited yet. Melanie, TC Futures Director, could provide tours of the TC Futures facility to interested board members and others who were not able to attend. Melanie and others discuss the construction of TC Futures and the impact on space utilization. Melanie Olson mentions the enrollment of 145 new students since September 1, highlighting space issues. They discussed the importance of smarter working and the use of space in TC Futures. The board discussed the construction progress of the TC Futures facility, noting that as the walls went up, the space appeared larger than when it was just the open steel structure. Commissioner Will McKay, a construction expert, explained that this is a common phenomenon with large commercial buildings, as the tall ceilings and walls can make the space feel more expansive. The discussion highlighted the board's interest in understanding the development of the TC Futures space and the opportunity for members to experience it firsthand.

Economic Security For All Programs Update – Jessie Cardwell



Jessie Cardwell, the Workforce Programs Director, provided an update on the performance and impact of the EcSA programs. The EcSA programs serve a high percentage of the targeted populations, with 100% of the businesses served meeting the targeted population criteria. The EcSA programs have been successful in streamlining the customer experience, with reduced enrollment times and increased connectivity between job seekers and businesses. The EcSA programs have received positive feedback and commendations from the Department of Commerce and Employment Security Department, as well as additional funding to expand services. The EcSA programs focus on human-centered design to continuously improve service delivery and respond to customer feedback, such as providing more one-on-one support during workshops and expanding access to entrepreneurship opportunities. The board expressed appreciation for the success of the EcSA programs and the team's efforts to serve the community effectively.

Round Table

Todd Samuel tabled good of the order items as the full board of directors meeting is following.

Adjournment

Todd Samuel adjourned the Executive Committee meeting at 3:50 p.m.

Next Meeting

Executive Committee Meeting – Tuesday, November 26, 2024, 3:00 p.m. WSCB | Zoom Hybrid
 Quarterly Board Meeting – Tuesday, October 29, 2024, at 4:00 p.m. TBD | Zoom Hybrid

Attendance

Chief Local Elected Officials	Board Members	Staff to the Board	Guests	Excused
Clint Didier	Todd Samuel	DeAnn Bock	Jan Warren	Adolfo de Leon
Will McKay	Amanda Jones	Cynthia Garcia	Heather Woodruff	
	Lynn Ramos-Braswell	Gabby Torres	Melanie Olson	
		Jessie Cardwell	Donna Mack	
		Cyndelle Howell		

Signed by: Respectfully Submitted:
Todd Samuel, BFWDC Board Chairman 1/28/2025
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 Todd Samuel, Board Chair Date

Signed by:
Lynn Ramos-Braswell, Board Secretary 1/28/2025
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 Lynn Ramos-Braswell, Board Secretary Date