



Benton Franklin Workforce Development Council (BFWDC)

**Executive Committee Minutes**

November 26, 2024, 4:00 p.m., WSCB | Zoom

**Call to Order & Welcome**

Todd Samuel called the meeting to order at 4:01 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**

October 29, 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 October 29, 2024.*

*Adolfo de Leon motioned to approve; Commissioner Didier seconded and unanimously approved.*

**BFWDC Budget and Staffing Updates – DeAnn Bock**

Statement of Budget to Actual Expenditures (For Period 7/1/24 – 09/15/24)

The financials were included in the packet. Fiscal Director, DeAnn Bock presented the corporate entity's monthly transactions and the balance in the money market account. DeAnn Bock discussed the budget to actual comparisons for various accounts, highlighting over and under-budget items. Todd Samuel encourages board members to consider donating to the WDC to support activities like bus passes for clients. DeAnn Bock provides an update on the staff accountant position, mentioning the selection of a candidate and the ongoing reference checks. The candidate has experience in Accounts Payable for a nonprofit and is familiar with our previous software. DeAnn also mentioned that the team is hopeful for the candidate's successful integration in December.

**Program Performance – Jessie Cardwell**

Jessie discussed the performance of the Adult Program, noting that they were halfway to their target and had no concerns. Jessie mentioned that they were encouraged to focus on quality outcomes rather than cost per outcome. Todd suggested looking at previous years' data for context, but Jessie pointed out that funding and staff retention could impact these numbers. They also discussed the importance of understanding the quality of outcomes and the potential for customers to return to the program. Todd suggested looking at the number of outcomes per budget and the median wage as metrics for success. They also discussed the challenges of comparing performance across different years due to changes in funding and staff retention. Members discussed the progress and challenges of the Workforce Development Council (WDC) in supporting dislocated workers and other community members. The council discussed the potential impact of layoffs on their services and the introduction of a peer outreach worker to better reach Lamb Weston customers. There was also a discussion about the effectiveness of the Federal and State EcSA programs, with concerns raised about the slow pace of exits and the need for better communication with participants. The council also discussed the matched savings accounts, which aim to build wealth and create self-sufficient individuals. The conversation ended with a discussion about



the importance of focusing on permanent training and ensuring that participants have their basic needs met.

#### **Executive Committee At-Large Members** – Todd Samuel

The bylaws currently indicate that the Executive Committee must have one at-large board member representing each of the two counties (Benton and Franklin).

The Executive Director discussed the need for additional board members to represent Benton and Franklin counties. Andrew Cook was proposed as a representative for Franklin County, and the need for another representative for Benton County was acknowledged. The idea of building a deeper bench of engaged and knowledgeable board members was supported.

#### **Executive Director Updates** – Cynthia N. Garcia

##### Bylaw Updates:

The discussion touched on the need to update the bylaws to include more information about acquisitions and the roles of the board chair and supporting officers. The board is interested in adding more information to the bylaws about the roles and responsibilities of the board chair, vice chair, and secretary positions. Currently, the bylaws do not provide clear details on these roles. The board is also considering adding information about the current temporary/standing committees that are already in place, such as the Occupations Demand Committee, the Request for Proposal Committee, and the WorkSource Certification Committee. There was discussion about whether these specific committee details need to be included in the bylaws, or if it would be better to have them documented separately as committee charters or project plans. The board wants to ensure the bylaws accurately reflect the current committee structure and decision-making processes but also maintain flexibility to adapt committees as needed. The board plans to review the proposed bylaw updates in more detail, potentially have conversations with current officers, and then bring the updates to a vote, likely in January.

##### 2025 Legislative Priorities:

The board was asked to review the 2025 legislative priorities that were developed as part of the Washington Workforce Association. The board members were encouraged to provide any feedback or questions on these legislative priorities.

##### One-Stop Operator RFP:

The current One Stop Operator contract expires on June 30, 2025. The board will be asked to participate in the review of proposals received for the new One Stop Operator contract. The goal is to have the RFP process updated and ready to go by January 2025.

##### WWA Conference Takeaways:

Due to time constraints, the Executive Director offered to provide a summary of key takeaways from the recent WWA (Washington Workforce Association) conference via email, rather than going through them in the meeting. One key takeaway mentioned was the significant discussion around the impact of AI (artificial intelligence) on the workforce and the need for workforce development organizations to adapt.

#### **Round Table**

Crystal Bright shared that they (WSCB) are developing a newer, deeper relationship with the Columbia Ability Alliance (formerly known as Columbia Industries). They had the opportunity to have lunch with David from the Opportunity Kitchen at Columbia Ability Alliance to learn more about the services they provide. The goal is to explore ways they can partner and collaborate to better support clients, especially



those who may not qualify for certain WorkSource services. For example, they want to look at establishing clearer referral processes between the organizations to ensure clients can access the full range of services they need. Crystal also mentioned that they were able to leverage these new relationships to have WorkSource present alongside Columbia Ability Alliance at a recent event, allowing them to showcase their shared work and services to the community. The overall aim is to identify gaps in services and figure out how WorkSource and Columbia Ability Alliance can build upon each other's strengths to better serve the community together

The board recognized that it's important for WorkSource to get the word out in the community about the services and programs they offer. They noted that having staff like Crystal Bright present at various community events and meetings is valuable, as it allows them to directly share information about WorkSource and open up opportunities for further collaboration. The board emphasized the need to be proactive in this community outreach, rather than just waiting for people to come to WorkSource. Getting in front of different organizations and groups is crucial. This type of outreach and relationship-building helps WorkSource better understand the needs of the community and how they can tailor their services to meet those needs. It also allows WorkSource to showcase the impact they are having and the ways they are supporting the local workforce, which can help build awareness and support for their work. The board seemed to agree that this community engagement and information-sharing should be an ongoing priority for the organization.

**Adjournment**

Todd Samuel adjourned the Executive Committee meeting at 4:57 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         |        | Will McKay |
|                               | Amanda Jones        | Cynthia Garcia     |        |            |
|                               | Lynn Ramos-Braswell | Gabby Torres       |        |            |
|                               | Adolfo de Leon      | Jessie Cardwell    |        |            |
|                               |                     | Cyndelle Howell    |        |            |

Respectfully Submitted:

Signed by:  
*Todd Samuel, BFWDC Board Chairman* 1/29/2025  
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 Todd Samuel, Board Chair Date

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