



# Benton - Franklin Workforce Development Council

## February Executive Committee Hybrid Meeting

**Date:** Tuesday, Feb. 27, 2024 | **Time:** 4:00 PM – 5:00 PM PST | **Location:** WorkSource Columbia  
Basin 815 N. Kellogg St. Suite D. Room 7 Kennewick, WA

**Attendees:** Executive | Staff: Benton Franklin Workforce Development Council | Guests: Benton  
Franklin Workforce Development Council

### Agenda

<b>1. Call to Order</b>	Todd Samuel, Board Chair	
1.1 Roll Call	Todd Samuel, Board Chair	4:00 pm (1 min)
1.2 Visitor/Presenter Welcome	Todd Samuel, Board Chair	4:01 pm (1 min)
1.3 Meeting culture moving forward	Todd Samuel, Board Chair	4:02 pm (1 min)
<b>2. Approval of November Minutes</b>	Todd Samuel, Board Chair	4:03 pm (2 min)
<b>3. Motion - Quest Budget Modification</b>	Jessie Cardwell, Workforce Programs Manager	4:05 pm (5 min)
<b>4. Finance Reports</b>	DeAnn Bock, Fiscal Manager	4:10 pm (10 min)
<b>5. BFWDC Performance Expectations and Goals Update</b>	Cynthia N. Garcia, Youth Program Manager / EO Officer	4:20 pm (5 min)
<b>6. Quarterly Newsletter Discussion and Feedback</b>	Cynthia N. Garcia, Youth Program Manager / EO Officer	4:25 pm (5 min)
<b>7. BFWDC Internal Processes Review &amp; Discussion</b>	Todd Samuel, Board Chair	4:30 pm (10 min)
<b>8. Executive Member Round Table</b>	Todd Samuel, Board Chair	4:40 pm (5 min)
<b>9. Executive Member Closed Session</b>	Todd Samuel, Board Chair	4:45 pm (15 min)
<b>10. Adjournment</b>	Todd Samuel, Board Chair	5:00 pm