



## East Cascades Works

### Board Meeting Minutes

**October 24, 2018 11:30am-1:30pm**

Location: Klamath Community College  
7390 South 6th Street, Building 6 Room 6138  
Klamath Falls, OR 97603

Call-in option: 1.971.337.0147 code 73537355

*In person: Wally Corwin (Chair), Mark Warne (Secretary/Treasurer), Heather Tramp (member), Julie Matthews (member), Molly Joubert (member), Roberto Gutierrez (member), Derrick DeGroot (Klamath County Commissioner), Randall Norris (WorkSource Klamath), Kendall Lenharus (OMEP), Loren Peterson (OED-Work Opportunity Tax Credit), Larry Holzgang (Business Oregon), Heather Ficht (EC Works Executive Director); Stefanie Siebold, Jessica Fitzpatrick, Cynthia Crossman (EC Works staff)*

*On the phone: Amy Gibbs (member), Lisa Dobey (member), Sam Meier (member), Gary North (member), Dave Burger (member), Robbie Smith (member), Martin Campos-Davis (member), Jamie Kendellen (EC Works CFO), Sara Hummel (Jones & Roth auditor), Tom Rowley (Business Oregon)*

Meeting called to order by Wally Corwin at 11:33 am

Topic	Time	
Consent Agenda	11:30am-11:45am	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>Meeting Minutes from July 25, 2018 - <i>vote required</i></li> <li>Ratify East Cascades Works 2018-2019 Budget Modification - <i>vote required</i></li> </ul>
		<b>Discussion:</b> COWC has reviewed and approved the modification you are ratifying today.  Highlights (Jamie Kendellen): Good news - we received a higher allocation from the state than anticipated and had estimated more than was needed for shared costs with other agencies for our WorkSource centers. Program changes that impacted the initial budget projection include Apprenti program costs, and elimination of the Train Oregon contract that we no longer resource given the very low return on investment last program year.
		<b>Motions:</b> Mark Warne moved to approve meeting minutes Julie Matthews seconded Unanimously approved



Connecting Talent To Opportunity

		<p>Julie Matthews moved to ratify Budget Modification</p> <p>Heather Tramp seconded</p> <p>Unanimously ratified</p>
<b>Audited June 30, 2018 Financial Statement</b>	11:45am-noon	<p><b>Review and comments, if any</b></p> <p><b>Discussion:</b> Sara Hummel/Jones &amp; Roth – Clean audit with no deficiencies or adjustments. EC Works is now a low risk audit client. Jamie Kendellen (CFO) is very pro-active and did an excellent job regarding controls and oversight.</p>
<b>Break for Networking Lunch</b>	Noon-12:15pm	
<b>WorkSource Challenge</b>	12:15pm-12:30pm	<p><b>Prizes to be awarded</b></p> <p>At the previous Board meeting Heather Ficht challenged all Board members to visit their local WorkSource center and take a selfie there with a prize awarded to those who sent a selfie. Only two members did this – Sam Meier and Lisa Dobey – they have been awarded an EC Works Thermal Mug.</p> <p>For those that have not visited WorkSource, we will arrange for WorkSource staff to contact you and arrange a time to meet. <i>Prizes still available!</i></p>
<b>Oregon Manufacturing Extension Partnership (OMEP)</b>	12:30pm-1:00pm	<p><b>Presentation of 2017-18 One Stop Operator report –</b></p> <p><b>Discussion: OMEP (Kendall Lenharus)</b></p> <p>WIOA mandates that the local workforce boards be evaluated by a neutral party to help monitor how we are doing and where we can improve. After a successful procurement, OMEP was selected by 7 out of 9 boards to serve as the Operator in their respective workforce areas. Kendall gave an overview on OMEP’s role and the recommendations made.</p> <ul style="list-style-type: none"> <li>• Focus of the One Stop Operator is continuous improvement of WorkSource Services, beginning with business services and the welcome process. This process has already kicked off in Bend and will soon begin in Klamath, The Dalles and Redmond.</li> <li>• Already OMEP is seeing that a shared data system and communication mechanism, across agencies are needed</li> <li>• OMEP will continue to compile recommendations, along with best practices and lessons learned. They also plan to work with the teams to establish methodologies for measuring effectiveness and quality on an ongoing basis, utilizing what they have learned from employers, customers and staff.</li> </ul>
<b>Strategic Planning</b>	1:00pm-1:25pm	<p><b>Review current strategic plan and discuss process for updating</b></p> <p>Heather Ficht pointed out that much of the original strategic plan has been accomplished, and we need to look at what the board will focus on now and in future, now that we are no longer a transitional board. In the beginning we had to re-procure all contracts and define the vision and mission and draft myriad policies and procedures.</p> <p>We now need board input on future strategy and investments. What should we be focusing on? Heather recommended the following steps:</p>

		<ul style="list-style-type: none"> <li>• Focus on Section 1 of the current plan - Workforce and Economic Analysis. Have Damon Runberg, OED Regional Economist, update that section before the January meeting.</li> <li>• In January meeting revisit the mission, vision and goals. <ul style="list-style-type: none"> <li>○ Break into groups to focus on what our target industries are by subregion based on the data and look at commonalities among the regions.</li> <li>○ Another group could look at our target groups in terms of job seekers. Our current targets are veterans, those with disabilities, and low-income job seekers. Need to look at who isn't included. Ex-offenders, for example. We have two prisons in our area, and we should be looking at how to train and employ those who are released. Another group should review and update our Target Industries if appropriate.</li> </ul> </li> <li>• April meeting: <ul style="list-style-type: none"> <li>○ Present first draft of changes to strategic plan.</li> <li>○ Footprint discussion – location of physical WorkSource offices. How to best serve those who don't have easy access to a WorkSource office, especially in view of staffing problems due to budget reductions. It's not about cutting costs and providing less service. We need to look at ways, including technology, to work smarter, be more efficient and provide better service.</li> <li>○ What comes out of the work on the strategic plan ties into budget planning.</li> </ul> </li> <li>• Comments: <ul style="list-style-type: none"> <li>○ Look at the models used by states that deliver services well – like Texas and Alaska.</li> <li>○ Look at the partnership with Lake County. This is a strong co-investment model.</li> <li>○ The Strategic Alignment Team, leadership from co-located WorkSource partners throughout the region, will be bringing data to the April board.</li> <li>○ Community feedback – what can we do to get this? Need board recommendations.</li> </ul> </li> </ul>
		<p><b>Actions:</b> EC works staff and Executive Committee will develop format for January board meeting to accomplish the above identified items with the goal of updating our strategic plan.</p>
<b>General Discussion</b>	1:25pm-1:30pm	Loren Peterson, OED Program Analyst from the <u>Work Opportunity Tax Credit</u> program, gave a brief overview. Most employers aren't aware of these tax credits, which are available to companies who hire specific target populations including veterans, those with disabilities, ex-offenders, Supplemental Nutrition Assistance Program (SNAP) & Temporary Assistance for Needy Families (TANF) participants. He emphasized that there isn't a lot of



		paperwork or overhead involved. He works directly with employers, is available to talk to groups, etc. to get the word out. Cell - 503-507-8645 Office - 541-548-8196 ext 327 <a href="mailto:Loren.M.Petersen@oregon.gov">Loren.M.Petersen@oregon.gov</a>
		<b>Actions:</b> Board members – please share with your networks and contact Loren to explore

Mark Warne moves to adjourn  
Amy Gibbs seconds  
Unanimously agreed

*Meeting Adjourned by Wally Corwin at 1:29 pm*

A handwritten signature in blue ink, appearing to read "Mark Warne", is written over a horizontal line.

s/Mark Warne  
Secretary/Treasurer

01-23-2017  
Date