

## East Cascades Works

### Executive Committee Meeting Minutes

August 8, 2018 from 1pm-3pm

Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Lisa Dobey (member), Gary North (member), Heather Ficht (Executive Director), Cynthia Crossman (staff)

On Phone: Mark Warne (Secretary/Treasurer), Steve Kramer (Chief Local Elected Official), Amy Gibbs (member)

Meeting called to order: 1:06pm

Topic	Lead	Time	
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> <li>• Approve minutes from 7/11/18 Executive Committee meeting. <i>Vote required</i> <ul style="list-style-type: none"> <li>○ Amy asked about changes to PTO in Employee Handbook. Heather clarified that our attorney recommended we change the unlimited time off to 6 weeks a year PTO with no accrual. Otherwise an employee could potentially take a leave and continue to be paid indefinitely. We also needed to make sure our policy was compliant with state law.</li> <li>○ Discussed the drug-free workplace policy and the reason we will review it further (outlined in July 11 meeting minutes). Mark Warne to work on this with Jamie Kendellen.</li> </ul> </li> </ul>
			<p>Motion: Amy Gibbs moves to approve Gary North seconded Unanimously approved</p>
Welcome & Orientation	All	1:05pm	<ul style="list-style-type: none"> <li>• Welcome Gary North and Lisa Dobey</li> <li>• Orientation           <ul style="list-style-type: none"> <li>○ Heather explained the function of the Board within the broader state/region context: Nine Local Workforce Boards were designated in 2015. The Boards were set up as non-profits, as this helps to deal with the bureaucracy, so our providers don't have to.</li> <li>○ Wally – vision from launch to now – where we're going: Wally was on the transition board that set up ECWIB. Their vision was to establish the non-profit and come into compliance, as there were providers that were not compliant fiscally, contracts that weren't signed, etc. This put the counties financially at risk. Other goals were to</li> </ul> </li> </ul>

			<p>have representation from all counties; supply funding to all three sub-regions; include representation from private business. This original vision has been met. For example, we've had two audits with no findings and have issued RFPs for training programs.</p> <p>Looking forward: We need to focus on how to get private business representatives more involved. We'll have to be innovative. We should also meet with county commissioners and business to set new directives and goals that are relevant long-term. Additionally, we need to find ways to bring in outside money, as government funding is likely to diminish in future.</p> <ul style="list-style-type: none"> <li>▪ Lisa asked how the government funds we receive are calculated and distributed. Heather explained that the State has a formula to calculate the amount each county receives based on unemployment rates, poverty and population density. We then allocate those funds using the by county formula: North 16%, Central 60% and South 24%. We receive funds in three different pools – Youth, Adult and Dislocated Worker.</li> <li>▪ We used to have only two training providers. Our process of issuing RFPs has made it a more competitive process.</li> <li>▪ Board membership is dictated by WIOA law. Public sector – we must have three labor reps and representation from State Employment Dept./ WorkSource, Vocational Rehab, public education, and a community-based non-profit. A minimum of 51% of board members must be from the private sector.</li> </ul> <ul style="list-style-type: none"> <li>○ Amy &amp; Mark – share feedback and background that is helpful to orient Gary and Lisa <ul style="list-style-type: none"> <li>▪ Amy – part of her role is to listen to feedback from business re workforce needs and provide this information to the Board.</li> </ul> </li> </ul> <p>Mark – he is a labor rep and member of the Rapid Response team. He tries to bring the worker perspective. He also advocates for the ex-offender population.</p>
			<p>Actions: none</p>
<p>Debrief Board Meeting</p>	<p>Wally &amp; Heather</p>	<p>2:00pm</p>	<ul style="list-style-type: none"> <li>• What went well – what can we improve from July 25<sup>th</sup> mtg? <ul style="list-style-type: none"> <li>○ We had a lot of technology problems. To remedy this we will be meeting with the IT Dept. at COCC and at future meeting venues beforehand. OSU Cascades has simulcast</li> </ul> </li> </ul>

			<p>classrooms so this might be a better venue for future meetings held in Central Oregon.</p> <ul style="list-style-type: none"> <li>○ WorkSource presentation – We ran short of time, so some of the presenters may have felt rushed. Gary felt it was informative. He stated that the private sector has no clue as to what resources are available through WorkSource. Amy – felt they missed the mark a little in connecting with the private sector. They are looking at ways to better communicate with business.</li> <li>○ Gary – from the private side he is also surprised at how many different organizations are doing the same thing. He comes from the business perspective where they have to focus on how to be more efficient. One of his goals is to facilitate getting these various entities together to discuss how to be more efficient and save money. Figure out ways to get the silos to work together so there isn't so much redundancy. This would include bridging geographic regions.</li> <li>○ Wally agrees. There are so many different groups competing for funds, and there is no real impetus to consolidate efforts. Long-term goal would be to draw these groups in.</li> <li>○ Amy – the goal is to weave together services and maximize efficiency. It is a high priority to combine resources and make things more cost-effective.</li> <li>● Wally – wants to make Board participation meaningful; bring relevant things to board mtgs.</li> <li>○ Amy – The “Central Oregon is Hiring” video was a result of private sector ideas coming from the Central Workforce Action Team. She also felt encouraged by the reports from the other action teams.</li> <li>○ Heather – We are also working on a video about WorkSource and need to include input from businesses who have experience with using their services. Amy agreed to narrate.</li> <li>○ Next Board meeting – The Executive Committee needs to work on the meeting agenda for the October meeting. Heather suggests including something about our Youth programs.</li> </ul>
Upcoming Events	Heather	2:15pm	<ul style="list-style-type: none"> <li>● WORKing Together – Sept 25-26 in Eugene</li> <li>● Second Chance – Sept 11<sup>th</sup> in Bend</li> </ul> <p>Heather met with Frank Patka who is an ex-offender who now has a non-profit that helps inmates who have been released to integrate back into society. Heather is looking into having</p>

			<p>Humm Kombucha, Mod Pizza, Bright Wood participate, as they all hire ex-offenders.</p> <ul style="list-style-type: none"> <li>• Endless Summer Nights – Sept 8<sup>th</sup> Planning for this event is really coming together. The Sponsorships are almost all filled and individual tickets go on sale today</li> <li>• Sage Awards – Wally nominated East Cascades Works for the Bend Chamber’s Best Non-profit. This is part of our branding effort to make EC Works and what we do more well-known in the community.</li> </ul>
			<p>Actions: Cynthia to get tickets for the Sage Awards for Mark, Gary and possibly Amy.</p>
Executive Session <b>Members only (staff excused)</b>	Wally	2:20pm	<ul style="list-style-type: none"> <li>• Executive Director’s evaluation and contract renewal discussion</li> </ul> <p>Motion: Updated and approved the contract for Heather Ficht’s employment as Executive Director</p>



Mark Warne  
Secretary/Treasurer

09-12-2018

Date