

East Cascades Works

Executive Committee Meeting Minutes Nov. 14, 2018 from 12:30pm-2:30pm

Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Lisa Dobey (member), Gary North (member), Frank Patka (Changing Patterns), Heather Ficht (Executive Director), Jamie Kendellen (staff), Stefanie Siebold (staff), Cynthia Crossman (staff)

Phone: Mark Warne (Secretary/Treasurer)

Meeting called to order 12:38 pm


Topic	Lead	Time	Description
Consent Agenda	Wally Corwin	12:30pm	<ul style="list-style-type: none"> Approve minutes from 10/10/18 Executive Committee meeting. <i>Vote required</i> Lisa suggested adding that Wally commended the staff on the clean audit. Cynthia added this to the minutes.
			<p>Motion:</p> <p>Mark moves to approve minutes with suggested change</p> <p>Lisa seconds the motion</p> <p>Unanimously approved</p>
July-Sept. 2018 Quarterly Financials	Jamie Kendellen	12:35pm	<ul style="list-style-type: none"> Review and approve July-Sept. 2018 Financials <i>Vote required</i> <p>Jamie reviewed key points:</p> <p><u>Resources:</u></p> <p>PY17 DHS TANF – These funds were highly restricted, and we were unable to spend them therefore they will be returned to state.</p> <p>DOL Apprenti – Deadline for securing 10 employer funded placements is next month; without these placements we will not be able to run a second cohort.</p> <p><u>Expenses:</u></p> <p>Provider expenses vary depending on when tuition is due and OJT businesses invoice our providers. Staff are not concerned about the variation at this time.</p> <p>Rapid Response funds for the Composite Approach grant have been fully spent. The funding we provided enabled them to train and grow their workforce.</p>
			<p>Motion:</p>

			<p>Mark moves to approve the financials as presented</p> <p>Gary seconds the motion</p> <p>Unanimously approved</p>
Incumbent Worker Training Policy & Grant	Stefanie	12:55pm	<ul style="list-style-type: none"> Review updated Incumbent Worker Training policy. <i>Vote required</i> <p>We convened a committee of Board members and staff to review the content and structure of our past RFPs, which resulted in changes to the policy. Basic changes were to eliminate unnecessary restrictions to make the application process easier.</p> <ul style="list-style-type: none"> Finalize the RFP review committee and consider allowing this committee to recommend grant proposals for staff to negotiate. <i>Vote required</i> <ul style="list-style-type: none"> Wally pointed out that as long as the expenditure for the funding has been approved in the budget, he doesn't see a problem with staff negotiating contracts. Heather suggested inviting other Board members to serve on the committee. Lisa suggested closing the loop with the larger board by having these awards ratified at the subsequent board meetings. RFP for Incumbent Worker funds – propose leaving it open all year so employers can apply when they have the need. <ul style="list-style-type: none"> Past funding hasn't been fully used, and it may be due in part to the short application period. We see no reason to limit time for responses and rather to resource employers throughout the year. Some businesses need more time to apply, or sometimes a need comes up unexpectedly. \$25K will be allocated for each subregion. If funds are being used in one area and not another – staff can seek approval from Ex Com to shift funds from one sub-region to another. <p>Motion:</p> <p>Lisa moves to approve revised policy</p> <p>Gary seconds</p> <p>Unanimously approved</p> <p>Lisa moves to delegate incumbent worker grant funding decisions to RFP Review Committee, for ratification by the Board.</p>

			<p>Gary seconds</p> <p>Unanimously approved</p>
Changing Patterns Fiscal Agency	Frank Patka	1:15pm	<ul style="list-style-type: none"> Discuss potential contracting with Changing Patterns for fiscal agency <p>The federal government continues to disinvest in workforce development (WIOA), so we need to be innovative in bringing in other funding. DOL requirements for what admin funds can be used for are very narrow. Our CFO's work is primarily admin, so we need to look at how we can diversify in order to keep vital staff like Jamie. Operating as fiscal agent for a non-profit such as Changing Patterns could be a resource to help fund spread costs for our CFO.</p> <p><i>Questions and concerns:</i></p> <ul style="list-style-type: none"> Make sure we don't over-extend Jamie. Make sure we don't have liability. Include an exit strategy in the contract. No one should be encumbered. Can we still award funds to Changing Patterns if we are the fiscal agent? Jamie doesn't see a problem, as Changing Patterns would have their own fiscal oversight, and she doesn't make decisions on how money is spent by our organization or theirs. <p>Staff needs to continue exploring this with Frank to determine how much time would be involved and how it would work. Would help to get info from local non-profits who have been fiscal agents for other organizations.</p> <ul style="list-style-type: none"> About Changing Patterns <p>Frank Patka, an ex-offender himself, started this non-profit to help those leaving the prison system to find jobs and adjust to their new life. They are in the process of approving the framework of how they will operate including:</p> <ul style="list-style-type: none"> Staffing with volunteers. Alignment of their mentorship program with WorkSource for job placement and training programs. Begin helping parolees when they first are released. Later start working inside the prisons to help those soon to be released. The longer a parolee must wait before getting a job, the greater the chance for recidivism. <p>Actions: Staff to gather more info and bring back a proposal to Executive Committee.</p>

State funding	Heather	1:45pm	<ul style="list-style-type: none"> Share updates on PY19 state funding We are waiting on \$880,000 worth of contracts that are held up in the state procurement process. Once the funds are released, we will have only a short amount of time to use some of them. Wally will be attending the Central OR Business Alliance meeting on Nov. 28. Workforce is #2 item on their agenda. Legislators come to these meetings, so it's a good way to get issues in front of them. He requested a position paper to bring to this matter up at the meeting. Updates on Central subregion WIOA Procurement: Staff decided to postpone procurement until next program year to give our board time to update our strategic plan. Advancing Cities/JP Morgan Chase grant – this is for communities that were left behind in the economic recovery, such as Klamath Falls. We couldn't make the initial application deadline, but there will be more opportunities to apply for these 3 year/\$3M grants for Klamath Falls.
			Actions: Heather to prepare position paper for Wally to take to CO Business Alliance meeting
Event Updates	Lisa, Gary, & Heather	2:15pm	<ul style="list-style-type: none"> Post-Secondary Education Summit - next steps The meeting to bring together presidents of East Cascades post-secondary institutions is Dec. 11. Long term goal is to share programming across the regions. In the initial meeting we will explore what each institution offers and see where the conversation goes. Want these education leaders to bond with Heather and EC Works for longer term.
			Actions: Heather will continue to work with Lisa to refine the agenda.

Meeting adjourned 2:30 pm



Wally Corwin
Board Chair

12/12/18

Date