

East Cascades Workforce Investment Board

Executive Board Meeting- Draft Minutes

April 12, 2017 from 1-3pm

In person: Wally Corwin, Treasurer; Brad Porterfield, Executive Committee Member; Amy Gibbs, Executive Com Member; Heather Ficht, Executive Director; Jessica Fitzpatrick, staff

On the phone: Chip Massie, Board Chair; Steve Kramer, Ex-Officio

Chip Massie called the meeting to order at 1:08pm

Topic	Time	Description
Consent Agenda	1pm	<ul style="list-style-type: none"> • Meeting minutes from 3/8/17 Ex Com. <i>(vote required)</i> • Transfer of funds b/w Adult and Dislocated Worker <i>(vote required)</i> • Cost Allocation Methodology <i>(vote required)</i> • Policy updates to incorporate additional language from 2 CFR 200: <ul style="list-style-type: none"> ○ Travel Reimbursement <i>(vote required)</i> ○ Inventory and Equipment <i>(vote required)</i> ○ Records Retention <i>(vote required)</i>
		<p>Meeting Minutes: Recommendation- abstain from using acronyms and abbreviations and amend 3/8 minutes. Motion: Amy moves to accept minutes as amended Wally: Seconds Unanimously approved</p>
		<p>Transfer of Funds: Our share of Adult funds received were much greater than our Dislocated Worker funds, which we were not informed of until after contracts were let to the field. This transfer allows for us to transfer funds from Adult to Dislocated Worker, to allow for us to meet the 20% carry-in maximum and adjust for the actual allocation from the state. Motion: Brad moves to accept the transfer of funds as presented Wally: Seconds Unanimously approved</p>
		<p>Cost Allocation Methodology: No discussion Motion: Amy moves to approve the Cost Allocation Methodology as drafted Wally: Seconds Unanimously approved</p>

		<p>Travel Reimbursement Policy: Clarification on geography vs. physical location- “Bend” vs. “Home or Office Address”- allows for flexibility to leave from the work office and return to home for example. Clarification on “incidental expenses” amount- This is defined in the government (GSA) rates based on location.</p> <p>Inventory and Equipment: Question regarding Transfer of property under \$5,000- what does this mean? This allows for programs to retain equipment under \$5,000 without prior approval to dispose of or repurpose and does not require for us to asset track this property.</p> <p>Records Retention: Clarification regarding litigation period of retention to explain that 3-year retention period begins at the resolution of litigation.</p> <p>Motion: Amy moves to approve all policy updates as written Wally: Seconds Unanimously Approve</p>
<p>Title 1 A/DW/Y formula contracts</p>	<p>1:15pm</p>	<ol style="list-style-type: none"> 1. Columbia Gorge Community College (CGCC) meetings debrief on progress and Mid-Columbia Council of Governments (MCCOG) Board update – Heather and Steve 2. Klamath Community College (KCC) and Central Oregon Intergovernmental Council (COIC) meeting debrief and update – Heather 3. Addition: Services Outlying Areas 4. Recommendations for moving forward and formalizing decisions 5. Procurement Policy <p>Discussion:</p> <ol style="list-style-type: none"> 1. CGCC/MCCOG Update from Steve Kramer and Heather: <ul style="list-style-type: none"> • MCCOG Board to vote on discontinuing the youth workforce program this year on April 25. The board will wait on making decisions related to discontinuing workforce programs all together, including the Adult/ Dislocated Worker Program- This program will continue for the time being • ECWIB staff have had preliminary discussion with CGCC regarding their interest in providing services should MCCOG discontinue. • Depending on MCCOGs board decision to either discontinue at the end of the program year vs. continue this program year, the ECWIB

		<p>Executive Board will need to make a recommendation for youth services contract in the upcoming year.</p> <ul style="list-style-type: none">• MCCOG will continue an assessment on the Adult program through the upcoming year. <p>2. KCC/COIC Update from Heather:</p> <ul style="list-style-type: none">• Budget forecast for the upcoming year is showing major reductions in large cuts to funding Department of Human Services contracted services, which has resulted in a need for the reduction of staff by COIC.• Resources do not allow for us to renew the COIC lease in the Prineville location. We have instructed COIC not to renew.• COIC has determined that they should discontinue services in the South, based on a lack of infrastructure.• KCC has expressed interest <p>3. Service in outlying areas:</p> <ul style="list-style-type: none">• Not continuing the lease in Prineville does not mean that we will not provide service, it just means we will not be doing it in the present building. We will consider alternatives in planning for the next budget cycle. <p>4. Recommendations:</p> <ul style="list-style-type: none">• CGCC did not apply for services in the North, KCC did, however are no longer interest in providing services in the North.<ul style="list-style-type: none">○ The North would not be considered a failed procurement, rather exigent circumstances.• KCC did apply in the South and are still interested. We would be able to negotiate with them given that they were the next highest bidder in the RFP and COIC is discontinue services.• We would build in a transition period in both locations.• We will present an update to the full board on April 27: to identify the issues; and to avoid potential biases or conflicts of interest; decision to enter into contract- board will have to approve.• Until a resolution has been reached, neither should be publically shared• Heather is responsible for the official position on all transitions and changes. All media and official inquiries must come to Heather.
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ECWIB April meeting planning	1:45pm	<ul style="list-style-type: none"> • Review and revise agenda where needed: <ul style="list-style-type: none"> ○ Brad report out on presentation/recommendations ○ Heather report out on private sector recruitment and collateral materials <p>Discussion: Overview of the draft agenda.</p> <p>Brad's presentation at the board meeting will talk about immigration and business and industries dependency on immigrant populations. Presentation will focus on data and the gaps in the workforce, then open up for discussion. Hope to identify at least one action item to walk away with. Nate Stice from the Governor's office will be there, as will a liaison from the growers' association to offer perspective.</p> <p>Preview of the Board Outreach Materials- Can be used to recruit new members or as leave behinds. Recommendation for updated Mission and Vision included.</p> <p>Actions: Heather to get Chip new board member info to be used in the introduction.</p> <p>Heather will send draft agenda around for changes and recommendations.</p>

PY17 budget process and planning	2:30pm	<ul style="list-style-type: none"> Share planned timeline for PY17 budget development, approval and adoption process – Heather
		<p>Review of attachment: Budget Preparation Schedule. Group agrees to process and timing as outlined.</p> <p>Actions: Heather to follow-up with Jamie to ensure that each line item include description of what is included and summaries should provide a clearer picture of the proposed budget.</p> <p>Jessica will work with Jamie on edits required: Change May 23 item to be renamed to: “adopted budget to be approved by the consortium and ratified by the full board”. Timing must be included to allow for corrections and disagreement, as well as adjustments to be made.</p>
Director’s Evaluation (<i>Executive Session?</i>)	2:50pm	<ul style="list-style-type: none"> Chip update on Executive Director evaluation process and timeline
		<p>Action: Executive Committee will schedule 30 minutes sometime this week. Chip to coordinate and will include Steve Kramer.</p>

Motion: Wally moves to adjourn
Amy: Seconds
Unanimously approved.
Meeting adjourned at 3:07pm.