

East Cascades Workforce Investment Board

Executive Board Meeting Minutes
ECWIB Office 404 SW Columbia Street, Bend OR 97702

March 18, 2016 3pm-5pm

I. At 3:00pm Chairman Chip Massie calls the meeting to order

II. Introduction of Attendees:

Executive Board Members – Alan Unger (ex officio), Wally Corwin, Amy Gibbs, Chip Massie (on phone)
ECWIB Staff – Heather Ficht, Lauren Arbuckle
Public Attendees – None

III. Review and approve minutes from 2/9/16 meeting

Report out on any follow-up items:

Discussion: Minutes were not ready for review and approval. Chip reported on his “next steps” from last meeting which was to contact Brenda Jones and/or Ellyn Biedscheid to serve on the Executive Committee to replace Keith Eager’s private sector position. Brenda could not commit at this time and Chip has a message in to Ellyn.

• Financial update:

- CFO Position - interviews scheduled for 3/24; 5 strong candidates; Interview panel is Heather, Gary Mueller (fiscal consultant), Marcia Norrgard (CFO WSI), Debbie Welter (CCWD), and Deb Zang (CFO CWP)
- Gary M. is working to re-enter all expenses and is almost complete. He’s working on January and Feb now so should have budget to actual soon.

• ECWIB job posting - 4 qualified applicants for the position - any volunteers to be on interview panel – envision two rounds with writing sample required for second round.

• Sector Strategy Kick-Offs: North = Beverage Mfg; Central = Outdoor Gear; South = Specialty Ag.; working with Woolsey Group to develop 2-4 hour facilitator trg to increase bench strength in all sub-regions.

• ECWIB Basecamp – we’d like to create additional groups and keep them together in one ECWIB basecamp

- Groups include:
 - Strategic Alignment Team
 - 3 Subregional LLT’s
 - 3+ Subregional Sector Partnerships
 - Executive Committee
 - ECWIB

• National Association of Workforce Boards Conference update:

- OWP Award and meetings with legislators
 - Key Messages:
 - Workforce development is economic development
 - USDOL / WIOA appropriations
 - USDOL implementation of new rules on Exempt Workers
 - Walden/Wyden – rural Oregon matters
- Reflections on content

IV. Future Meetings – Heather

- COWC get draft budget after Executive Committee approves draft PY16 budget in last week of June/first week July.
- July COWC and ECWIB meeting discussed. Plans to invite new providers and local leadership teams.
- Quarterly ECWIB meetings – approved to move to quarterly meetings
- How frequent should Ex Com be? – decided Monthly scheduled, plus whenever needed.

Discussion:

- *Chip and Alan offered to follow-up with other new LWIB’s CLEO’s and Board Chairs if there is an ongoing concern about the other boards not prioritizing fiscal oversight through ongoing funding of a shared CFO position past CCWD’s investment.*
- *Heather and Alan shared information on the letters that went back and forth b/w CLOE’s and TOCOWA/Tim re: full accounting of WIA/WIOA funding. See attached letters.*
- *Interviews for ECWIB Director of Innovation will be early April and Wally, Chip and Amy volunteered to participate if they are available during the interview times that Lauren schedules.*
- *Wally shared strong support for Sector Strategies and wanted to stay updated so he can help guide supportive resources appropriate partners (eg EDCO for cluster development).*
- *All current Basecamp groups related to ECWIB will be moved to ECWIB’s Basecamp account and additional groups will be developed – all were supportive and make some suggestions on sharing a tutorial video for new users.*
- *Chip shared that although the Hill visits weren’t necessarily effective in themselves the PR locally from photo ops and connecting with key staffers is valuable.*

| Action Items/Decisions | Person Responsible | Deadline |
|-------------------------------------------------------------------------------------------------------------|--------------------|------------------------|
| Schedule DoI interviews and share with AG, WC, CM | Lauren | April 1 st |
| Follow-up email to each sector team | Heather | March 25 th |
| Find Basecamp Tutorial video or steps and share with users; give Alan Unger TA on how to manage B.C. emails | Lauren | March 25 th |

- V. The primary focus of the upcoming ECWIB meeting is to review and approve the Strategic Plan due to the State on April 4, 2016. Heather’s suggestion based on feedback from various members is to review the purpose of a local WIB within the context of WIOA implementation and in light of our local structure of governance. We also need ECWIB members to understand their role and then engage in plan development/refinement.

Heather recommends doing the following pre-work:

- Executive Committee helps craft the goal areas based on Strategic Plan meeting feedback and other factors
- We engage ECWIB feedback via online survey tool to get feedback to develop goal areas
- At ECWIB meeting present mission/vision/goals separately but in addition to technical document we are required to submit
- Conduct a process of vetting and finalizing agreement on our final version for submittal to state/public comment

Discussion: All agreed that additional feedback would be helpful prior to the next ECWIB meeting and that presenting the plan in two formats would be helpful. Heather will prepare both the compliance oriented required format and focused version on Vision/Mission/Goals only formats. In addition to a 45 minute WIAO Board role 101 session to help level set and focus the ECWIB.

Alan shared a concern re: private sector engagement on the ECWIB and suggested we look into appointing retired business persons to help guide the board. Wally shared that the WIOA rules for private sector appointments were more intensive than WIA which may cause difficulty and Heather shared concerns about needing to engage private sector reps who hire our customers. ECWIB staff agreed to share attendance of current membership with Executive Committee to help ID if there are seats that need to be replaced or re-engaged.

Alan shared a concern re: labor and ECWIB – wants to make sure we’re on the same page at the ECWIB level. Alan sees apprenticeships as a good connection but labor has very limited reach in eastern Oregon and so is not sure folks are getting work through unions. Heather asked that we table that conversation until after the plan is submitted and suggested it be a topic at the ECWIB. Alan suggested a smaller group meeting first with labor reps.

| Action Items/Decisions | Person Responsible | Deadline |
|----------------------------------------------------------------------|--------------------|------------------------|
| Develop online survey for ECWIB members re: various elements of plan | Heather | March 21 st |
| Post technical and non-technical draft plan prior to ECWIB meeting | Heather | March 25 th |

VI. **Public Comment** – No public comments

VII. **Meeting Adjourned by Chairman Chip Massie at 5:03pm**