**Central Oregon Workforce Consortia**

**Meeting Minutes May 24, 2017 from 1:00pm-1:30pm**

**Sunriver Main Lodge – Abbot 2 Room**

*Call in 1-971-337-0147 code 46289604*

Attendees*: (In person)* Deschutes County Com Henderson; Klamath County Com DeGroot; Lake County Com Shoun; Sherman County Judge Thompson; Wasco County Com Kramer; Wally Corwin, ECWIB Treasurer; Jamie Kendellen, ECWIB CFO; Heather Ficht, ECWIB Executive Director

(*On phone*) Gilliam County Judge Shaffer, Hood River County Com Benton, Jefferson County Com Fording, Crook County Judge Crawford

Absent: Wheeler County Judge Morely

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| **Topic** | **Time** | **Description** |
| **Meeting called to order at 1:00pm by Interim Chair Kramer** |
| Election | 1pm | Elect officers: Chair, Vice Chair, Other officers as deemed necessary (*vote required*) |
| Discussion: To ensure sub-regional equity it was suggested that there be one Chair and 2 Vice Chairs to create a vehicle for a voice for each of the East Cascade Workforce area’s sub-regions. Further it was determined that all officers (Chair, both Vice Chairs) would be invited to attend all ECWIB and ECWIB Executive Committee meetings.Action: ECWIB staff will invite officers to future Executive Committee meetings. Motions: * Commissioner Shoun made a motion to appoint Com Kramer Chair of the COWC and Com Fording and Com DeGroot as Co-Chairs.
* Judge Schaffer seconded the motion
* Passed unanimously
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| Budget | 1:10pm | Review and vote on PY17 Budget (*vote required*) |
| Discussion: Concerns surfaced around the bylaws of the COWC and ECWIB not accurately reflecting the correct terminology for the process by which the budget is proposed and approved. There was a request to connect to the ECWIB/COWC’s attorney to ensure the language is compliant and correct. Further there was a question about the process by which the budget is updated once approved if additional funds are received by the ECWIB. Actions: ECWIB staff will request a review of the bylaws by the attorney and bring recommended changes to the next COWC meeting for review and vote. ECWIB staff will request the language be revised to create a process where the budget is 1) proposed, 2) approved and then 3) adopted. Staff will research the process required to allow ECWIB to accept and let additional resources when they are made available and get back to the COWC at the next meeting. Motions:* Commissioner DeGroot made a motion to approve the PY17 budget as presented
* Commissioner Henderson seconded the motion
* Passed unanimously
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| Other Items  | 1:20pm | Any additional items for discussion |
| Meeting adjourned at 1:30pm  |