

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

July 12, 2017 from 1-3pm

404 SW Columbia St. Suite 200, Bend, OR 97702

Call in 1-971-337-0147 code 41983569

In Person: Wally Corwin (Board Vice Chair, Treasurer), Amy Gibbs (Member), Brad Porterfield (Member), Heather Ficht (Executive Director), Jessica Fitzpatrick (staff)

By Phone: Chip Massie (Board Chair)

Quorum Reached.

Meeting Called to Order by Chip Massie at 1:06pm

Topic	Time	Description
Consent Agenda	1pm	<ul style="list-style-type: none"> • Meeting minutes from 6/14/17 Ex Com. (<i>vote required</i>)
		<p>Motion: Amy moves to approve the minutes, with minor changes to formatting made in real time. Wally seconds. Unanimous Approval.</p>
Policies	1:15pm	<ul style="list-style-type: none"> • Review and vote on below ECWIB policies (<i>vote required</i>): <ul style="list-style-type: none"> ○ Severance Policy (updated) ○ Procurement Policy ○ Procurement Policy Addendum ○ Cost Allocation Plan 2016-2017 ○ Cost Allocation Plan 2017-2018
		<p>Discussion: Severance policy updated to include additional protection of Executive Director.</p> <p>Procurement policy updated to adjust the level of Micro-purchases to \$3,499. Addendum included to elect for additional time for compliance around procurement for PY 2016, as allowed by the Department of Labor. Procurement Policy effective July 1, 2017.</p> <p>Cost Allocation 2016-17 plan updated to elect for the de minimus rate at 10%.</p>

		<p>Cost Allocation 2017-18 includes additional clarity around direct charging ECWIB staff costs, based on time spent, rather than based on the total amount charged by our sub-contractors.</p> <p>Motions: Wally moves to approve the Severance Policy as written. Amy seconds. Unanimous Approval.</p> <p>Wally moves to approve the Procurement Policy as presented. Brad seconds. Unanimous Approval.</p> <p>Amy moves to approve the Procurement Policy addendum as presented. Wally seconds. Unanimous Approval.</p> <p>Wally moves to approve the Cost Allocation Plan 2016-17. Brad Seconds. Unanimous Approval.</p> <p>Wally moves to approve the Cost Allocation Plan 2017-18. Amy Seconds. Unanimous Approval.</p>
<p>ECWIB meeting Agenda</p>	<p>1:45pm</p>	<ul style="list-style-type: none"> • Need to develop the agenda for July and plan for the coming year’s board meetings • 3 new private sector members – Kevin Harter, Intelfab; Heather Tramp, Klamath Chamber; Lisa Farquharson, The Dalles Chamber • Strategic Planning/Develop Priorities – target populations, services, State of the Workforce Report (data), WorkSource locations/footprint, etc. <p>Discussion: Thoughts for board meeting agenda:</p> <ol style="list-style-type: none"> 1. Brainstorming how board members can act as regional action teams/advisory teams that doesn’t rely on board staff for support. How do we leverage other community partners? Who are the ideal candidates to serve on advisory teams? 2. Brainstorming the activities and presentations that the board members and action team members can attend where they can raise awareness around ECWIB activities and priorities.

		<p>3. Brainstorming the services or topics that are at a higher priority to address than others?</p> <p>4. How would creating sub-regional action teams help to further inform the ECWIB staff and serve as an extension on the ECWIB staff? Board member to volunteer and make a commitment. What are the logistics that these action teams can help with?</p> <p>5. What is the value that the private sector members see in serving on the board and in the meetings?</p> <p>6. Suggestions made around By-Laws to be presented to the board, regarding private member requirement at the Vice Chair, Secretary/Treasurer.</p> <p>Actions: Include on Board Meeting Agenda:</p> <ol style="list-style-type: none"> 1. Welcome New Members to the Board. Election of New Officers (Heather specify positions and the time frame- Review of By-Laws and Required Agreements. Heather will also share the updated board recruitment materials) 2. Consent Agenda: Ratify Budget and Approve Minutes 3. Follow-up on Brad’s April Presentation around Immigrant Workforce. 4. Open Discussion on Regional Advisory Teams and/or Sub-Regional Action Teams (Implementing the Plan- Format, Members, Objectives and Purpose) <p>**</p> <ol style="list-style-type: none"> a. Support for Connecting with Business and Media b. Support in Tactical Planning <p>**Chip will share information on previously drafted sub-regional action team plan. Heather will use this format to further refine the agenda.</p>
Strategic Planning	2:30pm	<ul style="list-style-type: none"> • How to develop the non-profit ECWIB’s plan and body of work for staff in support of the above priorities <p>Discussion: Heather concerned that she won’t be able to participate in a strategic planning session if she is charged with facilitating. Would the group be in agreement with a facilitator leading a discussion with Heather and board leadership? Discussion needs to focus on operationalizing our goals as an organization- Creating a Tactical Plan that operationalizes our Strategic Plan.</p> <p>Actions:</p>

		Heather to reach out to potential facilitators for bids and scopes-- Keep the approach open so that bids will vary in the method being used for facilitating a tactical planning session.
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Wally Moves to Adjourn

Brad Seconds

Unanimous Approval

Meeting adjourned at 2:44pm