

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

May 31, 2016 3pm-5pm

ECWIB Office 404 SW Columbia Street, Bend OR 97702

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

II. Introduction of Attendees:

Executive Committee Members – Chip Massie, Wally Corwin, Amy Gibbs, Brad Porterfield

ECWIB Staff – Heather Ficht, Liz Casey, Jessica Fitzpatrick, Lauren Arbuckle

Public Attendees – Jack Farley

*Pat Davis (Ex Com member) not present

III. Overview of RFP process - Heather

- 13 proposals from 5 different organizations (see chart below)
- ECWIB staff Liz Casey and Jessica Fitzpatrick and Project Masters Consultant, Karen Litvin reviewed all 13 proposals; Mark Warne, AFL-CIO and ECWIB Board Member reviewed Youth and Adult proposals for Central sub-region.
- See attached Scoring Rubrics for Youth and Adult/Dislocated Worker; they were designed to create consistency in scoring and remove as much subjectivity from the evaluation process as possible.
- The Review Panels met on Friday May 27, 2016 for one hour per sub-regional proposal type (Youth or Adult/DW). After discussion of each proposal – reviewers had the opportunity to finalize scores. Scores were averaged and the highest ranking overall proposal is recommended for funding.

	MCCOG	ResCare	Goodwill	COIC	KCC
North - Youth	x				x
North – Adult/DW	x				x
Central – Youth		x		x	
Central – Adult/DW		x		x	
South - Youth			x	x	x
South – Adult/DW				x	x

IV. Presentation and deliberation on the Review Panel recommendations (Ex Com action required) – Heather

- North – based on highest ranking proposal, the Review Panel recommends:
 - Adult - MCCOG
 - Youth - MCCOG
- Central – based on highest ranking proposal, the Review Panel recommends:
 - Adult - COIC
 - Youth - COIC
- South – based on highest ranking proposal, the Review Panel recommends:

- Adult - COIC
- Youth – COIC

Summary statement on each proposal were reviewed and discussed (see attached summary of the scores, rank order and comments). Concerns were expressed about both MCCOG's Youth and Adult/Dislocated Worker proposals/current year performance. MCCOG has under-enrolled youth participants this program year (contracted to enroll 18 and have enrolled 12). Concerns on the Adult and Dislocated Worker proposal include:

- Budget Narrative Workbook that was submitted did not allocate the requisite 20% to training allocation
- Admin staffing of 0.7 fte is not reasonable or necessary based on the scope and size of the contract
- Direct charge for IT support looked high based on the size and scope of the contract

Motion: Wally Corwin moves to approve ECWIB staff recommendations based on highest ranking proposal with the following caveats re: MCCOG:

- Adult & Dislocated Worker contract: MCCOG would need to work with ECWIB staff to resubmit a budget that is compliant and deemed reasonable and necessary to complete the scope of work of the RFP.
- Youth contract: MCCOG would enter into a contract and be placed on a formal Technical Assistance/Corrective Action Plan to address their continued under-enrollment of youth participants.

Motion Seconded: Brad Porterfield

Vote: none oppose, motion passed.

V. Future Meetings – Heather

- Discussion of PY16 Budget approval process as well as the various meetings. Heather and Jamie (ECWIB CFO) will work with Wally Corwin (Treasurer) to develop a draft budget to present at next EX Com meeting.
 - Lauren to schedule next Ex Com meeting for June 30th or July 1st
- COWC will have PY16 Ex Com approved budget presented to them for vote b/w July 6-8th. Lauren will create Doodle Poll and Heather will send notification
- Next ECWIB meeting will be joint ECWIB/COWC meeting in late July. Topics for the meeting include:
 - PY16 Budget presented
 - Introduce prevailing 1B contractors and their leadership teams
 - Set terms of board service – Chip will share options of models
- PY16 – ECWIB meeting will be quarterly
- Ex com meeting will be monthly with option to meet more frequently

VI. Public Comment – No public comments

VII. Meeting Adjourned by Chairman Chip Massie at 5:15pm