

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

January 11, 2017 from 1-3pm

In person: Wally Corwin, Treasurer; Heather Ficht, Executive Director

On the phone: Chip Massie, Chair; Amy Gibbs, Ex Com member; Brad Porterfield, Ex Com member; Steve Kramer, Ex Officio/COWC; Jamie Kendellen, CFO; Jessica Fitzpatrick, Director of Programs

Chip called to order at 1:07pm

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> • Meeting minutes from 12/13/16 Ex Com. • Policies for review and approval: <ul style="list-style-type: none"> ○ Incumbent Worker Training <p>Motion: Wally- motion to accept the minutes with the addition. Brad-second. Unanimous approval.</p> <p>Other notes: Brad- comments on the minutes- list the participants at the top of the notes. Chip- All minutes and agendas need roster of the Exec Com with who is in attendance.</p> <p>Incumbent Worker Training: Wally- moves to accept the policy as presented. Brad- seconded. Unanimous Approval.</p> <p>Other notes: Heather – approval of this policy allows the board the ability to offer incumbent worker training based on US DOL requirements and does not outline the process by which we let the funds. The recommended criterion and process is being developed by the Business Competiveness Action Team for ECWIB deliberation on January 26, 2017 meeting.</p>
Fiscal Update	<ul style="list-style-type: none"> • Review and discuss: <ul style="list-style-type: none"> ○ ECWIB Budget Variance Report – this is an updated version for the ECWIB’s adopted and approved budget. Discussion topics include: <ul style="list-style-type: none"> ▪ Determination of whether a formal budget mod should be approved to be forwarded to COWC to adopt (<i>vote required</i>) ▪ Share concerns or request changes to current budget. ▪ Answer any questions Ex Com members have on the budget ○ Budget to Actual report – review and comment

	<ul style="list-style-type: none"> ○ Financial Statement as of 9/30/16 – review and comment <p>Motion: Wally moves to approve the financials as presented, with action taken quarterly to approve updates. Amy- seconds. Unanimous Approval. Actions: Recommendation to revisit budget in March as funds are not being moved between cost categories- a modification is not needed. Steve Kramer, Vice CLEO and ex officio was also comfortable with the plan to revisit in March.</p>
MCCOG update	<ul style="list-style-type: none"> ● Share an update on the WIOA Youth Formula contract with MCCOG and the related Corrective Action plan in place. <p>Actions: <i>UPDATE ONLY</i>- Multiple meetings have taken place within Corrective Action and ECWIB staff have become more formal in communications to ensure clarity in expectations and consequences. Formality of communication and documentation have contributed to a memo that will be shared with MCCOG Board in February at their meeting. We are on course to reduce their Corrective Action to Technical Assistance with a focus on meeting contracted performance requirements (eg enrollment goals, 20% WEX expenditure, etc.).</p> <p>Amy- Will the Executive Committee be reviewing performance reports on where contractors stand? Heather – Yes but they are not currently available as US DOL just released the 85 page TEGL on performance measures in December. Once I-Trac, Oregon’s WIOA performance management system, is updated WIOA 1B Formula contractors’ performance will be shared quarterly with Ex Com and broader WIOA (all core partners, not just 1B) performance will be shared quarterly at ECWIB meetings.</p>
Action Team Updates	<ul style="list-style-type: none"> ● Biz Competiveness – met 1/5/17 ● Development – scheduled for 1/19/17 ● Emergent Workforce – scheduled for 1/10 but postponed ● WorkSource - scheduled for 1/13/17 <p>Actions: ECWIB staff will work to get partners and board members to present as many of the updates as possible. ECWIB staff presenting should be option of last resort.</p>
ECWIB Meeting	<ul style="list-style-type: none"> ● Develop ECWIB 1/26/17 agenda <p>Actions: Draft agenda:</p> <ul style="list-style-type: none"> ● Welcome new members ● Audited financials ● Action Team updates <ul style="list-style-type: none"> ○ Business Competiveness AT – will be recommending Incumbent Worker training funds process and criterion for award. decision

	<p>making if related recommendations are being presented- board or private member to present. Project Falcon as part.</p> <ul style="list-style-type: none"> • Sector Partnership Updates – N/C/S- presented by partners. • Misc: Project Falcon, board communications, cost sharing and MOU and Heather will work with Wally on any prep. <p>Project Falcon: Vote required by Ex Com and full board will need to be notified. Background: Wally and Heather reminded the group that we did this before with Project Lion (Central Oregon) a few months ago. It’s an Ec Dev recruitment and earmarking funds in a future year for training.</p> <p>Local (South) Ec Dev working on a project for wood manufacturing - 300-400 new jobs that are light manufacturing and it is a union shop so it is living wage. There is state and local funding of ~\$500,000 on the table and they are asking ECWIB to earmark \$50,000 in local funds to support training of their workforce if they locate in Klamath Falls. This would not impact the budget until PY17 or PY18 so we’d need to account for it in our budget planning for next year or the year after.</p> <p>Wally- moves to approve \$50,000 training award, to Project Falcon in Klamath Falls, as long as it is allowable and eligibility under WIOA and that we are a viable board, funded at the time and funds are available at the time. Amy- seconds.</p> <p>Discussion: Brad- how do address equity in the region? Wally: We will have to address equity as these opportunities as they come about. We do have to continue to ensure equity. Amy- is there a cap or threshold? Wally- have to look at our reserve and funding future. Continue to capture as we develop budget each year. Heather- recommend next program year, include line item for the project explicitly, in order to track. Recommendation that the Business Competitiveness AT develop a criterion for the Ex Com to use for future requests as a means to ensure equity and fairness.</p> <p>No further questions or discussion- Unanimously approved.</p>
Operator Procurement	<p>Update from 12/13/17 meeting from Heather</p> <p>Actions: OWP meeting on 1/12- looking at criteria for operator procurement. Heather recommends allowing that to happen first, with more information to share with the Exec Com after the OWP meets. Use Feb meeting to present options for the Exec Com to decide on.</p> <p>Wally moves to adjourn. Amy seconds. Meeting Unanimously Adjourned at 2:46pm.</p>