

**East Cascades Workforce Investment Board
Agenda Annual Board Meeting
COCC Redmond Tech Center Campus Rm 124**

**July 28, 2015
2:15-4:15pm**

Conference Call 218-486-1362
ID #459227#
(Host 162197)

- I. Welcome & Introductions of new Members (15)
- II. Consent Agenda (5)
 - a. Approve Agenda
 - b. Approve Minutes from previous meeting
- Approval of Executive Committee/Transition Team Actions to Date (30-40)
 - c. By-Laws *
 - d. Partnership Agreement *
 - e. Definition Local Sub-Regions *
 - f. Draft Budget *
 - g. Allocation Amounts and Hold Back Percentages to Providers *
 - h. Entry into Contract Negotiations with Service Providers
 - i. Code of Conduct *
 - j. Conflict of Interest and Executive Compensation Document *
 - k. Interim Local Plan *
 - l. Affirm Policies Adopted by Transition Team **

1. Procurement Policy

States that purchases under \$5,000 shall be awarded in manner deemed practical and expedient; amounts \$5,001-\$99,999 shall require 3 separate informally solicited price quotes or cost/benefit analysis with written record on file; above \$100,000 shall require a formal procurement process (RFP) and shall require full board prior approval

2. Board Travel Reimbursement Policy

Board Members can elect to request reimbursement for Board related travel (at the current IRS mileage reimbursement rate, updated annually and available on irs.gov)

3. Donation and Gifts Policy

The ECWIB recognized gifts may be given to enhance or extend workforce development programs and gifts must be analyzed for on-going costs, money gifts over \$10,000 must have board approval, gifts must be appropriate and all gifts become ECWIB property

4. Check Signing Authority

ECWIB Officers, Exec Director, COO may sign checks; No check written payable to one of the authorized check signers shall be signed by the same individual to whom the check is written; receiver of any check shall in no way prepare the payment authorization or check to be signed; a second signature shall be required on all checks in excess of \$5,000

- m. Application for 501(c)(3) status
 - n. Executive Members-Chair, Vice Chair, Secretary/Treasurer
 - o. Designation of Fiscal Year July 1-June 30
 - p. Entry into Fiscal Services Contract
 - q. Entry into I-Trac Contract
- III. Authority to Apply for Grants – Discussion & Action (5)
- IV. Discussion about upcoming “Work Groups” (15)
 **Understanding that committees acting on behalf of the Board will follow Board policies, by laws, codes of conduct/conflict policies; procedures to be developed
- a. Executive Committee- plus 2 members
 - b. WorkSource Oregon/OneStop
 - c. Youth/Emerging Workforce
 - d. Business Services/Marketing
 - e. Performance and Accountability
 - f. North, Central and South Action Teams
- V. Conflict and Executive Compensation Presentation by John Chamberlin (15)
 -Board members fill out and sign Conflict Document annually
- VI. Service Providers (COIC/MCCOG) Presentation on WIOA Adult Services (10-12)
- VII. Lisa Nisenfeld, Karen Humelbaugh, Kurt Tackman statements to the Board (10)
- VIII. Public Comment Period (5)
- IX. Determine Next Meeting Date and Location (5)
- X. Meeting Adjourned

*Document handed out to each ECWIB Member

** Adopted Policies to be Posted to Basecamp by August 15