

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

October 18, 2016 3pm-5pm

- I. Attendees:
Board Members- Amy Gibbs, Brad Porterfield, Wally Corwin, Chip Massie (phone)
ECWIB Staff- Heather Ficht, Jessica Fitzpatrick, Lauren Arbuckle, Jamie Kendellen
Ex Officio: Alan Unger

Quorum Established 3:04pm
- II. Welcome and call to order
Meeting called to order by Chip Massie at 3:10pm
- III. September 13, 2016 Meeting Minutes Approval – Unanimously decided to postpone the approval of minutes to allow for additional review time.
- IV. Review of unaudited financials – Jamie Kendellen, ECWIB CFO gave an overview of the unaudited financial report for FY2015-16. Consolidated report including fund level reporting and budget to actual. Board staff conducted a competitive procurement for an audit firm and secured Jones & Roth to conduct the ECWIB audit. Staff expect to receive comments and recommendations with a focus on end of year transactions.
- V. Policies: review and approval (vote required) – Preliminary review of the Executive Committee Charter, to be reviewed and approved by the full board at October 27, 2016 full Board meeting.

Review of comments and questions regarding the following policies:

1. Contract Modification
2. Grievance
3. Board Appointment and Membership
4. Property Management
5. Cash Management
6. Debt Collection
7. Inventory and Equipment
8. Travel Reimbursement

Wally Corwin motions to approve all policies with recommended changes: Grievance Policy, which requires further clarification on the role of “Hearing Officer”, as well as the Property Management and the Inventory and Equipment Policy, which should be combined into one policy if allowable.

Brad Porterfield Seconds the motion.

All Approve. Motion Passes.

- VI. Board committees update – the four (4) Action Team launches will be held on October 24th and 25th. The Task Teams include: WorkSource, Emergent Workforce, Development, Business Competitiveness. Heather recommends that each be chaired by a member of the board and supported by member of ECWIB staff. In addition, the Development task force will only focus on resource development and will not focus on finance as originally planned. The Executive Committee will be responsible for financial oversight as per the Charter that is being reviewed by the full Board on October 27, 2016.
- VII. Review of ECWIB Meeting Agenda (October 27th, 2016 from 11:00am-2:00pm @ KCC)
- VIII. Adjourn