

# East Cascades Workforce Investment Board

---

## Executive Board Meeting Agenda

July 20<sup>th</sup>, 2016 3pm-5pm

### DRAFT MEETING NOTES

ECWIB Office- 404 SW Columbia St. Bend, OR 97702

#### **Attendees:**

In Person: Pat Davis, Brad Porterfield, Alan Unger, Wally Corwin, Heather Ficht, Jessica Fitzpatrick, Liz Casey, Amy Gibbs (joined at 3:15pm)

By Video: Chip Massie

#### **Quorum reached. Meeting called to order- 3:08pm**

#### **I. Consent Agenda**

- A. Meeting Minutes Approval: Review & approval requested

Motion to adopt all minutes as written: Pat Davis

Second: Wally Corwin

Unanimous Approval

- B. Budget Information: Final approved & adopted by COWC

- C. Executive Committee reoccurring meeting: 2<sup>nd</sup> Tuesday Monthly 3pm-5pm

- 1) Next Meeting Tuesday 16<sup>th</sup> 3pm-5pm
- 2) New invitation to be sent from Heather's calendar

- D. Review/Approve Procurement Policy \*late addition

- 1) Procedures will also need to be in writing, but will not require approval individually
- 2) Chair requested that all policies and procedures be collected and compiled into an operations manual for approval of the Ex Com.
- 3) Executive Committee would like to have required policies ready for approval next ECWIB Board meeting.
- 4) Group proposed adding folders to Basecamp to include 1. Fiscal 2. Policies Procedures, etc.

Motion to adopt procurement policy as written: Wally Corwin

Second: Pat Davis

Unanimous Approval

#### **II. Discussion: Agenda Recommendations for July 28<sup>th</sup> ECWIB Meeting**

- A. Recommendations from Heather Ficht and Chip Massie -

- 1) Re-appoint all board members as of July 1, 2016 by CLEO/COWC
- 2) Determine term limits – do they want to allow 2 or 3 consecutive terms; requires vote

- 3) Ask for volunteers to serve for one (ends June 30, 2017) or two years (ends June 30, 2018) terms and/or separate public and private sector members into pools and draw at random names of half of each that will continue for only one year and the remaining half have two year terms. This is necessary to stagger terms or we'll lose everyone at once.
- B. Will be included as a point of discussion at the full board meeting on July 28.
- C. Executive Committee Recommends: 3 year terms, no limit to the # of terms, must be re-nominated at the end of the 3-year term. Will have members self-select term end date of June 2017 or June 2018.
- Motion: Bring recommendation to July 28 board meeting as proposed: Amy Gibbs  
Second: Wally Corwin  
Unanimous Approval
- E. Elect Officers: Serve a 2-year term with no term limit, with current term ending June 30, 2017 for Wally and Chip. Vice Chair slot is vacant- will start July 1, 2016 and end in 2018. Only private members are open for nomination.
- F. Clarify several processes in July meeting and update ECWIB bylaws to be adopted by quorum in October meeting:
- 1) Develop and approve process for vacancy appointments outside of terms
  - 2) Clarify that the ECWIB makes recommendations of appointments to COWC and their CLEO approves
  - 3) Create succession plan for officers as possibility – serve as Treasurer, then vice chair, chair, etc.
  - 4) Update bi-laws to include process for non-participation, filling vacancies outside of terms
  - 5) Review plans for new board training (Amy Gibbs/Pat Davis) and involving retired members on sub-committees (Alan Unger).
- G. Create Standing Committees in the July meeting. Possible suggestions include: Employed Worker/Business Services, Finance Committee, Community Relations or Communications and Youth
- H. Review initial draft Agenda for July 28<sup>th</sup> (see attached) for other potential agenda items
- 1) Will be posted to Basecamp for discussion/finalization
  - 2) Agenda and minutes to be posted and emailed in advance of July 28 meeting
  - 3) Board will be presented with Vice Chair election and term slating to be self-selected.
  - 4) Board Chair duties from the bi-laws to be included.

I. Schedule all PY16 ECWIB meetings for the year – suggestion from staff is the following:

1) Adjusted to: 4<sup>th</sup> Friday of the 1<sup>st</sup> month of each PY quarter:

July 28, 2016 (pre-scheduled)

October 28, 2016- Schedule in South

January 27, 2017- Schedule in North

April 28, 2017- Schedule in Central

Motion: To approve recommendation as above: Wally Corwin

Second: Amy Gibbs

Unanimous Approval

### III. Other items

A. Alan Unger: OTC Proposal

- Presented a proposal on job profiling, along with KCC, COCC, Steve Bella and K-12.
- Proposal was not funded but Alan feels there is value and would like to reconvene the group to discuss.

B. Heather: Project Lion

- Ec Dev recruitment to bring 200 jobs with \$40M in wages to central Oregon
- Heather and Wally to meet and prepare for ECWIB meeting

Motion to adjourn: Wally Corwin

Second: Amy Gibbs

Unanimous Agreement

**Meeting Adjourned- 5:09pm**