

# East Cascades Workforce Investment Board

**ECWIB First Board Meeting**

**June, 11, 2015**

\*Attendee list circulated for all to sign in

## Meeting Minutes:

At 12:05 meeting was called to order by Chair Chip Massie who welcomed all board members, partners and visitors to the first meeting of the East Cascades Workforce Investment Board

Chair asked for a motion to accept the Agenda as written, so moved by Wally Corwin and seconded by Kelly McGarva. Agenda Accepted.

Chair Massie invited everyone to the “working” lunch provided and to visit, then get back together.

Chair Massie asked for each new member to introduce themselves, their company or organization and why they are here. There are 13 board members attending (see attached sign in sheet), the CLEO and 7 guests. Chair Massie introduced the Transition Board and the Executive Committee, explaining that this group came to be from suggestions of TOCOWA, the CLEO and Consortium.

Mike Kennedy, Transition Coordinator of Oregon NW Workforce Investment Board and members of the State of Oregon Technical Assistance Team, explained how responsibilities are coordinated with the Central Oregon Workforce Consortium (COWC) made up of one Commissioner from each of the ECWIB member Counties. The foundation of this association is a Partnership between the COWC and the ECWIB. There are:

### **COWC Duties - Shared Duties - Board Duties**

Liz handed out a graphic of the 13 Board Duties. Mike Kennedy explained that the new law (WIOA) mandates that the Board is now the fiduciary, fiscal and oversight agent of Federal and State of Oregon Workforce funds.

Commissioners have the authority to grant to Boards (Entrust them)

The Board is entrusted with Strategic Planning;

Legislation puts the conveners at the table of the Local Workforce Boards

CLEO Alan Unger spoke about the Oregon Consortium, who has had granting authority over workforce funds in Oregon’s 24 rural counties for many years, stating it was too big; The commissioners of the 24 represented counties sat on the TOC Boards, decided to dissolve TOC in favor of more “local” workforce boards. Thus, forming 4 more local workforce boards. CLEO Unger stated that the monies under WIA 1B were ‘siloes’. Now, we must create a vision of how the system can and must work better together. Commissioners with concerns “must” bring problems to the Board’s attention-more of a “buck stops here’ philosophy.

Mike Kennedy went on to explain that not everyone is an EXPERT regarding the workforce Board (YET). “You were asked to the Board because you are an expert in your field.

CLEO Unger went on to state that ECWIB will have committees in the North, Central and South of our local workforce area (LWA). He explained his vision to form local committees comprised of Economic Development, Oregon Employment Department, Vocational Rehabilitations, Business and Providers.

Liz Casey interjected that Board staff will be working with local One Stop Partners of the One Stop system to work toward a unified vision of what, under the WSO standards and WIOA guidelines, the One Stop System will look like. This will be part of the Board's future task to Certify the Comprehensive One Stop in our LWA-of which the Board may wish to define 3, one in the N, C, and S.

Karen Humelbaugh, of OED CCWD and the Technical Assistance Team, let the Board know that there is assistance and support in helping the Boards get up and running; she stated that this is a wonderful opportunity this year in Oregon to form Local Boards, define key local sectors, work toward a Strategic Plan based on input and some direction from the OWIB (Oregon Workforce Investment Board). She let the group know that there will be a Local Community Forum on July 28 in Redmond for the East Cascades area in which Sector Strategies, Strategic Planning, Vision, and input from businesses and local partners will be taken. From now to October, Karen invited board members to speak about these items with others. In October, the OWIB will release its report and from October to March, each Board will define and create a plan for moving the local workforce forward. This plan, this vision, will be part of the RFP process to be implemented July 2016. "It's all about alignment."

A question was asked regarding what happens to the existing service providers. Karen explained that they continue July 1, 2015-June 30, 2016. A letter of Intent to Award WIOA funds will be given to both MCCOG and COIC with Allocation amounts before the end of June. The Board staff will then enter into contract negotiations with the service providers and finalize continuation contracts with some added provisions to account for changes in the law. Beginning in March, Board Staff will be working to complete an RFP Process of Competitive Bid and Procurement to be awarded for the 2016 fiscal and program year.

Board member Amanda Hoey asked about staffing. Chip explained that the selection/hiring of the Executive Director is a Board Task with final approval to be garnered from the COWC. Amanda stated she would like to have input into the rest of the staffing decisions. Chip stated that staff is not a full board decision. Liz added that, typically, an Executive Director is brought on first and then is solely responsible for the staffing and operations of board support staff. Liz states that, per other workforce boards already existing and input from the transition team, a staff of 5 is warranted.

Chip added that the vision is to have part time business representatives in the North and the South, perhaps in cooperation with Economic Development or Chambers of Commerce; an Administrative Assistant ideally with light bookkeeping skills; an Executive Director and a Deputy/Admin Services Director. Liz added that the Board will have Programmatic Oversight duties and will need Program Managers for Adult and Youth Programs.

Chip stated that this Board goes "live" on July 1, 2015 and it is the transition board/executive committee's intention to have at least one staff by that date. Amanda asked what is whole board input on all transitional staff hires? Chip states, "Not much". Amanda states she would like to have input on the job description and staff. Wally added that is an interim decision about what will it take to be able to get the board to September. There are many staff tasks which still need to be accomplished in the immediate future and it is imperative to hire a permanent staff member. Chip assured the Board that the selection of an Exec Director is a full board decision.

Liz urged the Board to keep at the 30,000 foot level and think of the Board tasks associated with Strategic Planning, Sector Identification and Board big picture vision. Liz stated it is the Board's duty to hire a strong director, who in turn will hire a strong staff. Mark Warne stated that he did not join the Board to be "counting paperclips" and wants instead to focus on the larger vision.

Liz gave a check list progress report of new board certification and states that the ECWIB is looking good and has completed most all of the June 30 deadline tasks in order to be recognized by the State of Oregon and begin receiving funds. Liz announced the allocation amounts for our LWA at \$2,325,365 for our local service providers. The Board staff is working with the technical assistance team on how that will be distributed to the service providers and expect to have a letter to providers soon. There were many questions on the budget. Mike Kennedy urged the board to be mindful of the separation of Board duties and staff duties!

Chair Massie gave a bigger picture vision of the Board work in the coming months. He urged members to use BaseCamp to join the conversation. He reminded the Board that this is not a forum for decision-making but it is where we will be posting documents, minutes, nomination letters, etc. News releases, economic reports and so forth will also be posted there. It will be considered part of the Institutional Memory of the Organization. \*CLEO Unger reminded members that BaseCamp is still public and a subpoena-able record.

Wally Corwin reminded the members that this board is intended to be business driven and business-centric. He explained that a Quorum, in the ECWIB By Laws is to be not only a majority of members seated, but also 50% + 1 of those must be Private Business Members

*\*\*\* (clarification: ECWIB By Laws state "A Quorum is a majority of ECWIB seated members being present-either in person or electronically. In addition, ORS 660.324(4)(a) states, "To transact business at a meeting of a local workforce investment board, a quorum of members must participate. A quorum shall consist of a majority of the members. At least 25 percent of the members participating must be representatives of business, as described in section 2821(b)(1)(C)(i) of the federal Act.)*

Chair Massie stated he would like to have another Board meeting as soon after July 1 as possible. There are many full board decisions to be made and will need to affirm all work done by the Transition Team which has been done in good faith.

Keith Eager reminded the Board that, thus far, the Transition Board has not been making any decisions on who gets what for funding, but that this is an action item coming up regarding Board Budget and Allocations.

Wally Corwin urged everyone to be thinking of strategies for the success of the Board and the whole region.

Pat Davis urged the board to be thoughtful about the sub-regional action teams-stating that when the board gets to that, Pat would like to be involved with that.

Mark Warne stated he would like to see site visits incorporated with future board meetings. He states he feels it is important in keeping the board relevant to get out to businesses, service providers, partners and stakeholders!

All agreed this will is a good idea. In addition, it may be a good idea to invite business speakers to give a few minute presentation at each meeting-helping to connect business to the board and stay engaged with the private sector

CLEO Unger urged all members to take the information from these meetings back to their sectors/partners/cohorts

Damon Runburg, OED Regional Economist for East Cascades Region, gave a mini forum on the fact that Oregon currently has over 7,500 job openings and that 75% of those, according to a state survey are considered hard to fill

Chair Massie adjourned the meeting at 2:40 with instructions that Liz will send out a doodle poll on next meeting dates, but it would seem a good idea if we can incorporate it with the Regional Forum put on by OWIB and OED