

East Cascades Workforce Investment Board

ECWIB July Board Meeting

July 28, 2015

*Attendee list circulated for all to sign in

Meeting Minutes:

Board Member Attendees: Mark Warne, Debbie Hagan, Patrick Davis, David Burger, Brenda Jones, Amy Gibbs, Alan Unger, Matt Balkwill, Kelly McGarva, Wally Corwin, Keith Eager, Chip Massie, Brad Porterfield; via teleconference: Trygve Bolken, Alan Anderson, Ken Whiteman.

It was esp

Staff to the Board: Liz Casey

Other Attendees/Guests: Andrew Spreadborough, Kevin Bradley, Ann Delach, Melissa Greenaway, Damon Runberg, Karen Humelbaugh, Jim Pfarrar, Lisa Nisenfeld, Kurt Tackman. (did not sign in: Steve Bella).

Meeting Called to Order by Chair Massie at 2:20pm

All present introduced themselves

Agenda Item II (a and b). Consent Agenda-move by Wally Corwin to approve meeting minutes of 6/11/15 meeting and Agenda for today; seconded by Mark Warne-unanimously approved by Board.

Approve and Adopt Transition Team Actions to date:

(c). By Laws- Question raised about CLEO can move to dismiss board members “with or without cause”- CLEO stated he does not have intentions to dismiss without cause and will discuss any issues with Board Chair/Executive Committee prior to that step; Question re: staggering terms and Chair Massie suggested this be a future Agenda item and create a calendar of staggered membership; Question re: Committees/LLT/Advisory Teams (to be clarified later in the meeting). Mark Warne moved to adopt By Laws; Wally Corwin seconded-unanimously approved by Board.

(d). Partnership Agreement- No discussion or questions were raised; Pat Davis moved to approve; Wally Corwin seconded-unanimously approved by Board.

(e). Definition of Local Sub-Regions- No discussion or questions were raised; Mark Warne moved to approve; Wally Corwin seconded-unanimously approved by Board.

(f). Draft Budget The approved draft budget was presented to the Board by Secretary/Treasurer Wally Corwin with some supporting details by Liz Casey of the nature of the WIOA funds and spending limitations. CLEO Alan Unger stated that this budget needed to

be approved in order for the ECWIB to begin receiving funds from the state; Karen Hummelbaugh and Lisa Nisenfeld from CCWD and OED clarified Fiscal, Monitoring requirements under the law and state vs. federal funding. Pat Davis asked if there was data available to see county by county allocation data-Liz stated that the allocations are based upon our entire 10 county local area and that the expectation is that the Board as well as service providers are committed to providing service in the entire local area. Chairman Massie interjected that, as a Board, we have the opportunity to define where resources go. Pat Davis moved to accept and approve the Draft Budget; Trygve Bolken seconded- unanimously approved by Board.

(g). Allocation Amounts- Chair Massie stated that the ECWIB has a commitment to be here next year and fully functioning. Some of the funds are one time only, some must carry over 2 years. The Executive Committee was very conservative with its budget estimates, choosing to adopt the 10% plus 10% holdback amounts, however, any underspent funds will be made available for further direct client training in our local area as allowed under WIOA. Wally Corwin moved to accept the allocation/hold back amounts; Dave Burger seconded- unanimously approved by Board.

(h) Contract Negotiations with Providers- It was explained to the Board that a letter was sent to providers from CCWD explaining that they will enter into contracts with new local boards as of July 1, 2015, due to the dissolution of TOCOWA and that an RFP process will be developed and presented in early 2016. A question by Alan Anderson was asked of how providers are doing? Chip explained that there are many caveats under the new law as to monitoring and performance mandates and the board will have reports quarterly going forward. The board will also have the chance to weigh in on what they want it to look like going forward regarding input into the RFP expectations. It was presented to give the Executive Committee the authority to enter into contract negotiations with existing providers for the PY 2015 period. Moved by Mark Warne; seconded by Pat Davis- unanimously approved by Board.

(i). Code of Conduct- John Chamberlin spoke to the Board/CLEO regarding Code of Conduct and Conflict of Interest Policies and expectations. These apply to Board Members, Staff, Service Providers, Contractors, Sub-Contractors, to Families and “Life Partners”. If you or your family, company or your workplace gains or potentially gains in any way (not just financially), you must declare publicly that you have a conflict, and must recuse yourself from discussion, decision-making and voting. Once you declare, you must not participate in RFP process for entirety and you must sign a declaration to that effect. “If in doubt, conflict out.” John also asked Board to think of, “How would this look to an outsiders or in the newspaper? Appearance is everything and keeping the public trust is paramount.” Matt Balkwill stated there is a huge grey area between real and perceived conflict. John reminded public members of the Board and Commissioners usually have a much higher standard to adhere to in their

state/county policies and should take guidance from County Counsel/State Conduct Policies. John also reminded staff that it is very important to document the declaration of conflict and abstinence in meeting minutes. John further detailed that this applies to Committees/Teams as they can affect how the board moves and makes decisions. **“When you structure a work group or committee, set it up with folks who will not be applying for money.”**

Chair Massie stated, “This is part of why the Board may seem slow to get the ball rolling on committees and action teams. How do we get a good, dynamic conversation going without conflict? We must lay foundations.”

Liz asked all present to sign Code of Conduct/Conflict statement and turn it in today. All will be signing this document annually. Moved by Wally Corwin to adopt Code/Conflict Policies; Seconded by Dave Burger-unanimously approved by board.

(k). Interim Local Plan- A document/guidance letter adopted by Executive Committee with guidance from CCWD to be able to have a short term plan in order to receive and distribute WIOA funds in the coming year. Moved for acceptance by Wally Corwin; seconded by Kelly McGarva-unanimously adopted by Board.

(l). Affirm Policies Adopted by Transition Team

- Procurement Policy
- Board/Staff Travel Reimbursement Policy
- Donations/Gifts Policy
- Check Signing Authority

It was moved to accept all 4 Policies by Wally Corwin; Seconded by Brenda Jones-unanimously approved by Board with no further discussions or questions.

(m) 501©(3) Status

(o) Designation of Fiscal Year July 1-June 30

(p) Entry into Fiscal Services Contract with OWA

(q) Entry into I-Trac MIS Contract

Moved to accept by Wally Corwin, seconded by Pat Davis-unanimously approved by Board.

(n) Executive Members-

- Chip Massie - Chair
- Keith Eager- Vice Chair
- Wally Corwin - Secretary/Treasurer

It was discussed by Chair Massie that the By Laws state the Executive Committee can be the 3 Officers plus 2 other board members as appointed by the Chair. It was moved by Pat Davis that the 3 Executives of the prior Transition Team remain as those officers for the next year; seconded by Kelly McGarva. Unanimously approved by Board. Chair Massie thanked all and stated he will begin the process of appointing 2 additions to the Exec. Committee.

III. Authority to Apply for Grants – Wally Corwin made a motion to authorize Board Staff and Executive Committee to apply for grants and other funding; seconded by Kelly McGarva- unanimously approved by Board.

IV. Discussion about upcoming Work Groups- in the interest of time, this Agenda item was shelved until the next ECWIB meeting. Chair Massie let the Board know that he would begin discussions of what these groups should look like on Basecamp in the coming weeks, so the Board can be better prepared for decision-making at the next ECWIB meeting.

V. Conflict Discussion was moved to above item II. i. and fully discussed

VI. COIC CEO Andrew Spreadborough gave a presentation to the Board on Adult Services. He will send a copy of the presentation to Board Staff for uploading to Basecamp.

VII. Lisa Nisenfeld gave a presentation to the Board reminding them that in the next 6 months, much will be expected of the Board:

- Planning and Guidance coming in October regarding OWIB State and Local Planning.
- It is up to this Board to define and develop Strategies and Sectors for our entire local workforce area
- And then define it in the RFP Process
- What should it look like HERE?
- Will we choose to train many people a little or few people a lot (or something in between)?
 - ✓ “Apprenticeships” (new as well as traditional) have been proven to be 24 times more effective than classroom training
 - ✓ “Earn while you Learn” will require additional cooperation with sectors and regional businesses
 - ✓ “Incumbent Worker Training” are already working around the country with a built in mechanism to open backfill positions; what does the ECWIB want this to look like?
 - ✓ “Pre-Occupational Trainings” for youth, under-skilled, significantly barriered populations

Karen Humelbaugh let the Board know that CCWD, OED, and Technical Assistance Contractors are here to help and will be here to assist staff through the Administrative “must do’s” to get us to the larger vision.

Kurt Tackman let the Board know that it has been 18 years since the last major change in Workforce Legislation; there is great work to be done by ALL 9 Oregon Local Workforce Boards- not just the 4 new boards.

*Regional Economist Damon Runberg and Workforce Analyst are housed within the ECWIB offices and will be a great resource as we move into Sector Strategies and creating a lasting and relevant local plan.

VIII. Chair Massie asked for public comment, if any (none)

Chair Massie reminded the Board to utilize Basecamp as mechanism for sharing documents and having discussion on local workforce issues. However, he cautioned all to look at it through the lens of Code of Conduct as it open to public information requests.

Upcoming at the next meeting will be further decisions around the sub-regional action teams and strategic planning kick-off.

Chair Massie also let the Board know that we will be starting the ECWIB Executive Director search in the coming weeks as well as a multi-taking Administrative Assistant/Support Staff.

Board Staff (Liz) will send out a Doodle Poll to see about the next ECWIB meeting

Meeting Adjourned at 4:26pm

****Note: the conference call was dropped at 4:15pm****