

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

December 13, 2016 3pm-5pm

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> Meeting minutes from 9/13/16 and 10/18/16 Ex Com. Policies for review and approval: <ul style="list-style-type: none"> Check Signing Authority Incumbent Worker Training Dislocated Worker Eligibility WIOA Youth Incentive Transfer of Funds b/w Adult & Dislocated Worker Personal Information & Data Security Disaster Recovery
	<p><u>Motions:</u> Brad motioned to approve 9/13/16 and 10/18/16 minutes Amy seconded Approved</p> <ul style="list-style-type: none"> Postponed decision on incumbent worker training pending more information. Check Signing Authority – change effective date to December 2016 Clarify effective date of Youth Incentive Policy vs Revision date Confirm procedures are implemented to ensure ECWIB follows Personal Information & Data Security Policy <p>Amy motions to approve policies with changes noted above. Brad seconds. Approved by consensus.</p>
Auditor's Report	<ul style="list-style-type: none"> Sara Hummel from Jones & Roth presented ECWIB's draft Audited Financials from FY15. No Findings!!! Wally Corwin - No cross fund allocation problems, no findings on errors, no recommendation for future changes – were there any areas to shore up? Sara will follow-up with Jamie and Heather to review further – suggested looking at cost allocation plan; financial statements are not complex but Fed regs are and Jamie did a great job getting auditors necessary info. Suggested she get more policies as they are developed. Wally – each year shore up more and more to implement stronger controls and oversight.
	<p><u>Motion:</u> Amy motion to approve auditor's report as presented.</p>

	<p>Brad seconded. Approved by consensus.</p>
One Stop Operator	<ul style="list-style-type: none"> • The Local Board must select the OSO through a competitive process, as required by §121(d)(2)(A)) of WIOA. • The competitive process must be conducted no less than every 4 years. (§ 678.605) • Types of acceptable operators – colleges, Community Based Organizations, for-profit businesses, governmental agency, non-profits (501(c)(3), (4), (6)) or <u>WDBs (with approval of Governor and CLEO)</u>. No elementary and secondary schools. <ul style="list-style-type: none"> ○ Note – in order to qualify for ECWIB/WDB to be the OSO, we must first have a failed procurement (only one applicant, no applicant, applicant does not meet minimum criteria). • LWDB's are required to procure for this function this program year for implementation July 1, 2017 or sooner. Therefore, no later than early Feb we need to launch an RFP. • Firewalls are mentioned multiple times in the regs and all guidance – it is imperative that this procurement be free of any real or perceived conflicts of interest. • At a minimum, the OSO must coordinate the service delivery of required one-stop partners and service providers. In Oregon, coordination <u>could</u> include: <ul style="list-style-type: none"> ○ Serve as a neutral, objective observer of center-level functions as they relate to local MOU's and Resource Sharing Agreements and WSO Standards ○ Interpret local policies, MOU, applicable federal and state regulations (such as the standards) and identify where there are gaps. ○ Report observations and findings to local leadership teams and local boards. ○ Observe/Analyze customer service flow and provide feedback/mechanisms to maximize center efficiencies. ○ May provide conflict resolution/mediation among partners where LLTs are conflicted or can't reach consensus as it relates to service delivery in a specific center. ○ Assess performance with local agreements and applicable laws, policies and regulations ○ Research and identify best practices and continuous improvement tools, and present those to LLTs and LWBs. ○ Operationalize LLT and LWDB decisions ○ Manage daily operations (hours of operation, services, etc.) or other duties as determined by local area. <p><u>Challenges and Possibilities:</u></p> <ul style="list-style-type: none"> • Tag on to another LWDB's or consortia of LWDB's procurement - in discussion with Lane Workforce Partnership and EOWIB re: partnering

	<ul style="list-style-type: none"> • ECWIB needs to define (hopefully with Ex Com's or WS Action Team's recommendation) what the scope of work for OSO would be • ECWIB needs to identify how much funding to dedicate to this function once scope of work is determined
	<p>Recommendations:</p> <p>What's scope, possible providers and costs? What's greatest return on investment? Value proposition? What opportunities exist to partner with other LWDB's?</p> <p>Staff will prepare a summary of options for the Ex Com meeting in January.</p>
MOU & Cost Allocation Plan	<ul style="list-style-type: none"> • Required by §121(c) and (h) of WIOA and 2 CFR 200 that Local WDB coordinate and execute an MOU and cost sharing plan with One-Stop partners. • Core partners (VR, OED, ECWIB, and DHS-SSP) met already to review the state's template for Cost Sharing (we get to choose to use it or not) and bc the HECC is about to release an RFP for ABE services we will negotiate with the HECC on both of these deliverables. • This is an ECWIB responsibility and we must have demonstrated a good faith effort by November 15th to start the process. We have!
	<p>Recommendations:</p> <p>Continue to inform Ex Com about progress</p>
Human Resources	<p>Heather shared that she is making some internal changes starting January 1, 2017. In order to free the Ex Director up to focus on board engagement/management, business engagement including sectors work and state level engagement she must promote someone to run the operations of the organization and ensure continuity. Jessica Fitzpatrick will be promoted to be Director of Programs and supervise and oversee the work of Lauren and Liz who will become Senior Program Managers. Heather also shared that she stayed within budget constraints in making this promotion.</p> <p>Heather shared that her one year anniversary is this month and requested information on how the Ex Com would like to proceed with her evaluation. Heather suggested that they not increase her wage this budget year.</p>
Adjourn	<p>Wally suggested that Chairman Massie lead the evaluation. First Heather would submit her self-eval to Chip, who would review and discuss with another Ex Com members volunteer and then they'd bring their joint eval to the Ex Com in February to review with other Ex Com members in closed session. After which Chip would share the evaluation.</p> <p>Brad volunteered to help Chip and suggested a 360 degree component. Heather was very supportive of this concept and suggested that all external facing ECWIB staff should have a component of their eval include 360 feedback.</p>