



East Cascades Works

Executive Committee Meeting Notes **July 15, 2019 from 10am-11:30am**
Call in 1-408-638-0968 Meeting ID 232 175 561

Attendees: Executive Committee Members: Lisa Dobey (Chair), Jennifer Newby, Gary North, Julie Matthews Heather Tramp (by phone until 10:12am); Central Oregon Workforce Consortium: Steve Kramer (by phone); staff: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold

Meeting Called to Order: 10:01am, quorum reached at 10:02am

Topic	Lead	Time	Description
Consent Agenda	Lisa	10:00am	<ul style="list-style-type: none"> Ex Com minutes from June 12, 2019
			<p>Motion:</p> <p>Gary moves to approve the minutes as drafted, Lisa seconds, Unanimously Approved</p>
Updates	Heather	10:10am	<ul style="list-style-type: none"> EC Works Program Manager position Organizational roles
			<p>Discussion: We had an excellent candidate pool, with a final round of 4 candidates making it to the 3rd round. Have hired Melissa Barrett as Program Manager, who will start on August 1st. Melissa has a lot experience in HR in both Tech and Manufacturing, most recently working TechSoft 3D in Bend.</p>
			<p>Melissa will report to both Stefanie and Jessica in the implementation and program management of all core WIOA program contracts. This added capacity and structure will allow for Jessica to oversee program vision and big initiatives for Youth. Stefanie will do the same for Adult and WorkSource programs, re-entry programs; and also allow Jessica to do Operations and fund development. Stefanie will take on Diversity, Equity and Inclusion training, which will serve as a potential revenue stream in the future.</p> <p>Lisa would like for the Executive Committee to look at the projects and programs that the staff are currently working on to help better track the breadth of work of the organization.</p>

			<p>This will also allow for the Exec Com to have the right level of engagement in the day to day.</p> <p>Actions: Include Organization Chart in Notes. Next Meeting, we'll take a closer look at both Heather's and the organization's goals. Heather will develop a scorecard for review, of all the work that EC Works staff is currently working on.</p>
Budget	Heather & Jamie	10:30am	<ul style="list-style-type: none"> • Program Year 2019 Budget review • January – March 2019 Financials <p>Motion: Julie moves to accept the budget and financials as presented, Gary Seconds, Unanimously Approved</p> <p>Discussion: We will plan to have a quarterly review of the budget and financials to help the Executive Committee have a better understanding of where we are to date, with special projects, funding, and future projects and projections.</p> <p>A: Review of Financials Jamie reviewed the purpose of having reserve “carry-in” at the end of each program year, which allows us to carry the programs into the new program year, given that the federal fiscal (October) and program (July) years are not aligned. Due to this inconsistency, we do not receive new resources each year until the end of the first program quarter or into the second (October- December).</p> <p>We may provide a modified budget in the fall when we have reconciled all year-end, carry-in and new program resources.</p> <p>B: Review Budget V. Actual (July 2018 – March 2019):</p> <p>Reminder: The Executive Committee will review financials and the budget regularly. The Exec Com will also work with staff on annual budget development and recommend an annual budget for approval to board and the Central Oregon Workforce Consortium (COWC). The COWC, made up of the 10 county commissioners and/or local elected officials, are responsible for ultimately approving our budget each year.</p>

			<p>The Board of Directors then ratifies that which was approved by the COWC.</p> <p>Actions:</p> <p>If there are questions about the financials or budget between now and next meeting- please feel free to reach out to Jamie directly.</p>
Board meeting Agenda	Lisa and Heather	11:15am	<ul style="list-style-type: none"> Review and update draft agenda
			<p>Discussion: Lisa wants future board meetings to be meaningful and interactive. What are the conversations that we can have that will keep folks interested and engaged?</p> <p>Heather proposed an idea to have a local convener so that discussions can happen in each area calling in rather than having everyone travelling and/or missing an engaging conversation. Each area would need a point person, teamed up with board member, to make sure that folks are staying engaged and technology is covering.</p> <p>Heather and Lisa would like to suggest that an executive board member join and chair any strategic planning team.</p> <p>“The Future of Work”- Facilitated discussion around news pieces. 2-3 Vice News piece to be shown in the sub-regions, with a facilitated discussion, with prepared questions, in each, with report out to the full group afterward. Questions will be the same in each area, but relevant to our target populations and industries.</p> <p>Actions:</p> <ol style="list-style-type: none"> Gary will lead in Central; Julie will lead in Basin; Lisa D. will lead in Gorge. Heather to follow up with Martin and Mark to develop a summary of each target population. Heather will develop out the “Future of Work” discussion and questions. All board agenda and pre-reads must be sent by July 17.

**Other Discussion & Actions:**

1. Heather and Steve Kramer to connect about authority of Local Elected Officials in reviewing and voting on the state budget.
2. Endless Summer Nights- Second annual event hosted by R&H Construction and benefitting EC Works. Will be on September 7, in Bend.
3. Lisa would like to spend time at the next Executive Committee meeting to understand what each of the Executive Team members passions are and where we would each like to commit energy to further developing.
4. Next meeting will also include a discussion on Heather's and the organizations goals.

Attachments:

- Meeting minutes from June 12, 2019 meeting
- March 31, 2019 Financial Statement
- Draft July 28th Board meeting agenda
- Program Manager Job Description and Program Director Role Descriptions

Meeting Adjourned at 11:29am

Other Discussion & Actions:

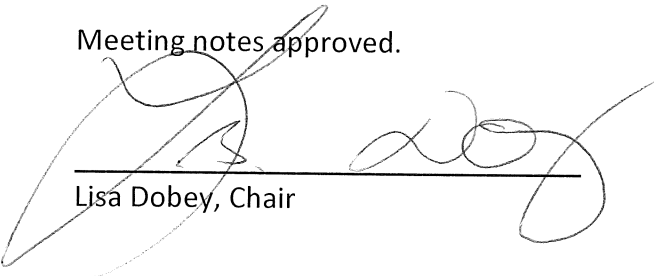
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Meeting notes approved.



Lisa Dobey, Chair

8/19/19
Date

