

# East Cascades Workforce Investment Board

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## COWC Budget Approval Meeting Notes-

July 7<sup>th</sup>, 2016 1pm-2pm

ECWIB Office, 404 SW Columbia Street, Suite 200, Bend OR 97702

### Approved by email vote 8/4/16

Chairman Alan Unger called the meeting to order at 1:03pm.

Quorum Reached with 7 of the 10 counties in the ECWIB region represented.

#### In person attendees:

Alan Unger (Deschutes County), Heather Ficht, Liz Casey, Lauren Arbuckle, Jessica Fitzpatrick, and Jamie Kendellen staff to the East Cascades Workforce Investment Board, Dan Shoun (Lake County), Steve Kramer (Wasco County), and Wally Corwin (Treasurer of the ECWIB Executive Committee)

#### On the phone:

Wayne Fording (Jefferson Co), Jim Bellet (Klamath Co), Mike McCabe (Crook Co), Chris Perry (Wheeler Co)

### I. Introduction to the ECWIB Staff and Responsibilities

Heather Ficht – Executive Director, manager of the ECWIB Board, ensures compliance with federal and state guidelines, oversees fiscal responsibility in allocation of program dollars, as well as programmatic implementation oversight.

Jamie Kendellen – Chief Financial Officer, split among the 4 new boards, paid for by a grant from the state. Focused on securing staff benefits, compliance, as well as the preparation for upcoming audits.

Liz Casey – Director of Strategic Alignment, Contracts Manager in the Central and South Sub-regions. Focused on Adult/DW programmatic oversight. Also the ECWIB lead for Rapid Response.

Jessica Fitzpatrick – Director of Innovation and Development, Contracts Manager in the North Sub-region. Focused on Youth programmatic oversight. Also responsible for generating additional grant resources.

Lauren Arbuckle – Manager of Operations, focused on administrative and operations support of the staff and the board. Point of contact for IT, Utilities, Building Maintenance. Split 50% time with finance, in support of Jamie and accounting.

### II. Budget Review

Heather explains that the budget is broken out into 3 parts: Resources, Board Expenses and Program Provider Contracts.

- A. Resources: The ECWIB brought in an additional \$400,000 for NEGs, Rapid Response and layoff aversion (AA), as well as \$145,000 for the shared CFO. Over 300k of the \$400k brought in has been allocated to the field and are under contract with providers.
- B. Board Expenses:
  - 1.) Staffing Salaries includes the money received for the CFO grant

- 2.) Employee benefits includes 6% match to 401k
- C. Program Expenses:
  - 1.) WSO Leases: allows the ECWIB to hold the leases for the WSO vs. the providers holding the leases as they did in the past. This prevents any disruption of services when/if a provider changes and must move out of the WSO.
  - 2.) Program Services Incumbent: this represents funds that are not tied to formula funds or the standards, that can be used for training or to support business/ Sector Strategy work, etc.
- D. Remaining Resources: represents the funds used to carry over programmatic work during the first quarter of each program year, when Adult/DW fiscal year lapses. Historically this money was held over at the provider level for them to manage. Under the new law, the board will manage this money, which will be allocated under contract. Providers will not have any disruption in services or lapse in budget and reimbursement. This also allows the board to ensure that no money is left unspent, with any remaining funds allocated reasonably throughout the counties.

### III. COWC Comments/Request

- A. Remaining Resources should be reallocated into two categories: “Unforeseen costs” and “Unallocated resources”. This distinction will allow for further flexibility and to allow for unexpected funding needs- for example: innovative investments for providing services in remote areas. Amounts as follows:
  - 1.) Unforeseen Costs = \$107,451
  - 2.) Unallocated Resources = \$600,000
- B. Further detailed budget presentation with further breakdown of each of the budget categories.
- C. Budget repository on Basecamp with quarterly reconciliation of spending, forecasting for the following quarter and payout. Provider budgets should also be posted to Basecamp.

### IV. Decision: Approval of the Budget with Modification to “Remaining Resources”

Heather reminded the group of consortium members’ conflict of interest due to being on provider boards. Those conflicted will not be given a vote.

Motion to approve by those not conflicted. Approval of the budget stands as follows.

Moved: Dan Shoun

Seconded: Jim Bellet

Unanimous Approval

**Meeting Adjourned at 2:05pm**