



## East Cascades Works

### Executive Committee Meeting Minutes

Oct. 10, 2018 12:30pm-2:30pm

Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Lisa Dobey (member), Amy Gibbs (member), Steve Kramer (Chief Local Elected Official), Heather Ficht (Executive Director), Jamie Kendellen (staff), Jessica Fitzpatrick (staff), Cynthia Crossman (staff)

Phone: Mark Warne (Secretary Treasurer), Sara Hummel (auditor)

Meeting called to order: 12:38pm

Topic	Lead	Time	Description
Consent Agenda	Wally	12:30pm	<ul style="list-style-type: none"> <li>Approve minutes from 9/12/18 Executive Committee meeting. <i>Vote required</i></li> </ul>
			Motion: Amy moves to approve minutes Lisa seconds Unanimously approved
Audited June 30, 2018 Financial Statement	Jamie and Sara Hummel (auditor)	12:35pm	<ul style="list-style-type: none"> <li>Review and approve <u>audited</u> year-end Financial Statement. <i>Vote required</i></li> </ul> Sara Hummel, auditor from Jones and Roth, reported that this was a very clean audit. There were no internal control issues to report and no findings or observations. Jamie pointed out that we are now considered a low risk audit. Wally commended Jamie and staff on the clean audit.
			Motion: Mark moves to approve audited Financial Statement Amy seconds Unanimously approved
Employee Handbook	Heather and Jamie	12:45pm	<ul style="list-style-type: none"> <li>Review and adopt updates to Employee Handbook - Section VII Drug Free Workplace Policy section</li> </ul> Mark and Jamie worked on minor wording changes to ensure that we are legally compliant and that due process is in place in regard to incident reporting and handling. Changes have been vetted with our lawyer.
			Motion: Amy moves to approve changes Mark seconds Unanimously approved

Adult Work Experience Policy	Jessica	1:00pm	<ul style="list-style-type: none"> <li>Review and approve Adult Work Experience Policy Purpose of policy is to provide guidance regarding the use, documentation and tracking of Work Experiences for eligible Adults and Dislocated Workers. It puts in place guidance as required by WIOA. (“Work experience” is another wording for internship.) This policy is separate from policies regarding Apprenticeship, which we are working on.</li> </ul> <p>Motion: Mark moves to approve policy Lisa seconds Unanimously approved</p>
EC Works Compensation Process	Heather	1:15pm	<ul style="list-style-type: none"> <li>Discuss timeline in relation to budget <u>January</u> – Chair asks Board members for a volunteer to join Ex Com’s evaluation of Executive Director <u>February</u> – ED conducts staff evaluations, including COLA and merit raise recommendations. Executive Committee conducts ED’s evaluation <u>March</u> - Executive Committee reviews COLA and merit raise recommendations and votes on final authorized amount <u>April</u> - Budget is developed using approved Staffing line item. <u>May</u> – Executive Committee reviews and adopts budget first Wednesday in May; COWC approves budget by May 31, 2019 <u>June</u> – Finalize contracts with providers <u>July</u> – Full Board ratifies budget</li> </ul> <p>Actions: Cynthia to change May Exec Comm meeting to first week in May so we can then get COWC approval by end of May</p>
Education Summit	Wally and Heather	1:30pm	<ul style="list-style-type: none"> <li>Discuss next steps</li> </ul> <p>First meeting: Invite presidents of COCC, KCC, CGCC, OSU-Cascades and OIT to explore partnerships to support our target industries. Garner buy-in to have future meetings with deans and other leaders of certain departments/programs.</p> <p>Actions: Lisa and Heather to work on agenda and invitation</p>
General discussion	Heather	1:45pm	<ul style="list-style-type: none"> <li>Steve Kramer – We should have the COWC meeting on a Tuesday or Thursday because all the county commissioners and courts meet on Wednesdays</li> </ul>



		<ul style="list-style-type: none"> <li>• Upcoming Board meeting – Heather will send out agenda to Exec Comm for input.</li> <li>• Grants – We recently received the following grants, which are in addition to the funding included in our budget:             <ul style="list-style-type: none"> <li>○ GED wrap-around grant - \$160K</li> <li>○ Future Ready grant - \$330K to support initiatives at Warm Springs such as GED classes, Drivers’ license training, basic skills programs.</li> <li>○ State Innovation Funds \$160K to support internships, educator externships and a construction boot camp in Klamath/Lake</li> </ul> </li> <li>• Action Teams have been upgraded to industry focused teams.</li> <li>• We received an award along with EDCO for the “Central Oregon is Hiring” video from OEDA for best marketing campaign in the state</li> </ul> <p>Actions: Cynthia will ensure the COWC meeting is scheduled for a Tues/Thurs</p>
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Meeting adjourned 2:27 pm

Wally Corwin  
Board Chair

11-14-2015

Date

