

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

March 14, 2018 from 1-3 pm

Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Brad Porterfield (member), Amy Gibbs (member), Heather Ficht (Executive Director), Stefanie Siebold (staff), Jamie Kendellen (staff), Jessica Fitzpatrick (staff), Cynthia Crossman (staff)

By phone: Mark Warne (Secretary/Treasurer), Steve Kramer (COWC CLEO)

Quorum Reached

Meeting called to order: 1:01 pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none">Meeting minutes from 2/14/18 Exec Comm. - <i>vote required</i> Motion: Amy moves to approve with minor correction Mark seconds Unanimously approved
Transfer of Program Funds	Jamie	1:10pm	<ul style="list-style-type: none">Request to transfer DW program funds to Adult program funds- <i>vote required</i> <u>Discussion:</u> Due to low unemployment we didn't receive as much from WIOA Title I Dislocated Worker (DW) funds as we did WIOA Title I Adult funds. Adult funds can be used more universally than DW funds, so we are asking the state if we can transfer \$50,000 from DW to Adult. This will ensure balance b/w funds so that we can carry in 20% from each fund to cover PY18 Q1 expenses due to Federal Fiscal and Program years not aligning. Mark voted no out of conscience because he has been invested in DW support for many years. Wally clarified that we will still have funds for DW but this may change next year and we will keep an eye on this.
			Motion: Brad moves to approve Amy seconds Approved with three yes votes and one no vote
WIOA Policy Updates	Jessica, Stefanie	1:20pm	<ul style="list-style-type: none">WIOA Policy updates: The State monitors pointed out that some of our policies didn't have the correct names for State agencies. However, the State

		<p>still isn't clear on some agencies or references, so we haven't finalized all policies that need to be updated. For example, no State fiscal policies are complete. We also made updates according to Department of Labor (DOL) guidance through TEG's and TEN's.</p> <ul style="list-style-type: none"> ▪ <u>Supportive Services Needs Related Payments Policy</u> This was brought into alignment with DOL guidelines. Maximum payment amount was \$300, which resulted in providers having to submit waivers for <u>any</u> amount over that. We saw that more flexibility was needed, so the maximum amount of needs-related payments will now be part of their contracts, not part of this policy. Changes also allow for needs-related payments that aren't related directly to training, such as work clothing, transportation (car repairs), etc. Total amounts are very small for each contractor, so we don't feel it's necessary to include in the policy. Effective Date will be changed to July 18, 2018. ▪ <u>Incumbent Worker Policy</u> Changes were made to align with our RFP with regard to eligibility criteria for employees and employers. Effective date will be March 1, 2018. ▪ <u>Out-of-School Youth Needs Assistance Policy</u> Updated references to WIOA and EC Works. No provisions were changed. Original Effective date will remain.
		<p>Motions:</p> <p><u>Supportive Services Needs Related Payments Policy</u> Mark moves to approve Amy seconds Unanimously approved</p> <p><u>Incumbent Worker Policy</u> Mark moves to approve as amended Amy seconds Unanimously approved</p> <p><u>Out-of-School Youth Needs Assistance Policy</u> Brad moves to approve Amy seconds Unanimously approved</p>
		<ul style="list-style-type: none"> • Update on all sub-regions

Workforce Action Teams	Wally and Heather	1:40pm	<p>Central – Wally: Focus changed from sector strategies to target industries. Those selected were: Healthcare, manufacturing, and construction. (Tech was already selected as our Sector.) \$10K was allocated to a short-term project highlighting jobs that currently need to be filled in Central Oregon. Next meeting will focus on choosing “shovel ready” projects to have on hand when the opportunities for funding arise. Members were asked to bring one additional private sector person from the target industries to next meeting. Upskill/Backfill RFP was introduced and members were asked to spread the word. Heather reached out to some team members to help with review of the RFP.</p> <ul style="list-style-type: none"> • South – Heather & Stefanie facilitated their March 7th meeting. They were impressed with number of businesses attending. Julie Matthews chaired the meeting in Heather Tramp’s absence. Team decided to focus on career exploration across K-12. There was great interest in the Upskill/Backfill RFP. Further they agreed that Manufacturing and Construction are target industries for Klamath and Lake counties. While in Klamath Falls, Heather and Stefanie met with SCOED and KCEDA (economic development partners) and WorkSource staff to identify ways to better partner. They highlighted several key economic development projects in renewable energy, manufacturing and construction that need workers. • North – Heather facilitated their March 5th meeting. She felt there were lots of good ideas but they need more businesses involved. Team decided to fund middle management training. Mid-Columbia Medical Center is holding this training for the healthcare industry. 60-80 people will be trained from across healthcare providers in the five northern counties. Later they will provide this training to other industries. <p>Actions:</p>
Board Member Update	Heather	2:00pm	<ul style="list-style-type: none"> • New private sector Board members. (We now have one more private sector member than required, which is good.) <ul style="list-style-type: none"> ○ Gary North, VP of R&H Construction. He is very committed to emergent workforce. Company does fundraiser every year which raises approximately \$20K. Gary wants EC Works to be the beneficiary this year. He and Heather discussed doing a project-based

			<p>learning series or boot camps for learning construction skills.</p> <ul style="list-style-type: none"> ○ Lisa Dobey from St. Charles, which is the largest employer in Central Oregon. • Brad Porterfield – discuss replacement <u>Discussion:</u> Brad has filled the community representative position for underserved populations. Agencies to consider: DHS, seasonal farmworkers (Martin), Youth (Katie Condit), veterans and tribes, which are all key constituents. Mark also mentioned Job Corps. Amy brought up ex-offenders (Molly Rogers from Youth Corrections). Wally suggested reaching out to various organizations, letting them know a Board position is available and ask how they could contribute by being part of our Board. After selection is made, Wally feels we should present choice to ECWIB for ratification. We also will need to decide who should serve on the Executive Committee.
			<p>Actions: Amy will talk to her veterans' rep to identify an organization that covers all of the East Cascades. Heather will reach out to other groups.</p>
General updates	All	2:30pm	<ul style="list-style-type: none"> • Second Chance Summit – Salem on April 10th Mark will be joining. Audience is business - to help guide them in employing those who have criminal histories. We may partner with EDCO to bring business reps to this conference. Heather will invite Board members to attend. We will also have a similar local event later this year. • Innovation Fund RFP - An RFP is supposed to be released in April to let funds for business-led innovative workforce solutions and we want to be prepared. Heather is working with target industry groups to get meetings scheduled to identify their common needs for the proposal. • EC Works is the presenting sponsor for a Diversity & Leadership series organized by Technology Association of Oregon. All Board members will be invited to attend, as well as WorkSource staff. • Association of Oregon Counties met with Oregon Workforce Partnership to discuss better alignment and how to make sure commissioners understand issues as well as have a voice. This group plans to meet more frequently in order to facilitate better communication. • Wally met with Bend Chamber's Youth Career Connect internship coordinator. The ability for businesses to provide

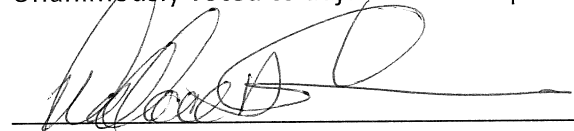
			<p>internships is difficult for many reasons. This needs further discussion because businesses need clear collateral outlining program, rules, etc. in order to make a decision on whether or not they can offer internships. Currently this doesn't exist.</p>
			<p>Actions:</p> <p>Heather to invite Board members to Second Chance Summit.</p> <p>Cynthia will reach out to Board and workforce staff about attending Diversity & Leadership series.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> • Ex Com meeting minutes from 2/14/18 • Adult/DW Funds Transfer Request • Supportive Services Needs Related Payments Policy • Incumbent Worker Policy • Out-of-School Youth Needs Assistance Policy 			

Motion to adjourn:

Brad moves

Amy seconds

Unanimously voted to adjourn at 2:47 pm



 s/Mark Warne

Secretary/Treasurer

Wally Corwin
 Board Chair

5-9-2018
 Date

