

East Cascades Workforce Investment Board

Executive Committee Meeting Notes

September 13, 2016 3pm-5pm

Location: ECWIB, 404 SW Columbia St.

Attendees: Amy Gibbs, Brad Porterfield, Wally Corwin, Alan Unger, ECWIB Staff- Heather Ficht, Jessica Fitzpatrick, Lauren Arbuckle

Quorum Established 3:08pm

I. Welcome and call to order

Meeting called to order by Wally C. at 3:12pm

A. Alan brought to the group a suggestion that Heather follow up with Cheryl Stewart from BMC and OTC regarding finding qualified individuals.

B. Welcome to Karen Friend from COIC, Finance Director

II. July 20, 2016 Meeting Minutes Approval (vote required)

Amy Gibbs: Motion to approve minutes as written

Brad Porterfield: Seconded

Unanimous Approval

III. COIC and MCCOG updates – 30 minutes (vote required)

COIC

A. Heather presented an overview of the \$90,000 over-expenditure in COICs WIOA Formula contract, resulting from limitations to charging NEG funds, NEGs being pulled from funding and not re-released by the state until late in the program year. At that point COIC continued to cover staff efforts with their general funds. In addition, with the limited program oversight by TOCOWA it was difficult to predict month to month issues and shortfalls. ECWIB has developed new budget workbooks and invoicing processes to ensure closer oversight. Would the Executive Committee approve of a \$45,000 supplement to COIC to cover half of COIC's overage that was paid out of their General Fund?

B. Karen reassured the Ex Com that this will not happen again and that measures have been put in place at COIC to prevent this in the future. COIC has had to cover this by nearly depleting their reserve funds that generally cover unexpected costs.

C. Ex Com: Both COIC and the ECWIB must have measures in place to prevent this from happening in the future, including monthly invoicing reviews and program monitoring.

Amy: Motion to approve the \$45,000 grant as long as it meets audit requirements and is taken out of the appropriate contingency fund as approved in the budget- and that it is both legal and allowable; controls are in place at both the ECWIB and COIC to ensure consistency and continuity.

Brad: Seconded

Unanimous Approval

MCCOG

- A. Heather explained to the group that MCCOG also had a pre-planned shortfall that they did not approach the ECWIB about. They chose to use their general funds to support maintaining previous year staffing levels and not lay off staff. In an effort to ensure regional equity, ECWIB staff brought this to the Ex Com's attention to ensure they did not feel that this should also be addressed. Ex Com consensus that MCCOG situation differs from COIC and should not be addressed in the same way.
- B. Heather also explained the progress made on the Youth Corrective Action that MCCOG entered into at the same time contracts were negotiated. There are several concerns that will be addressed with MCCOG in the first leadership check-in on the CA next week:
 - 1.) RFP response and the basis of being awarded a contract does not reflect the actual program
 - 2.) Lack of leadership support and communication
 - 3.) Lack of leverage in youth programs

Heather seeks clarity from the board on their tolerance for the above issues and the commitment and time of the ECWIB staff.

Group agrees that with funds at risk and in the case where a provider is not performing against the contract terms, MCCOG's board should be involved.

Heather will reach out to the MCCOG board.

IV. Policies – review and approval – 30 minutes (vote required)

Brad: Motion to approve policies following changes discussed

Amy: Seconded

Unanimously approved

V. ECWIB Meeting follow-up – 45 minutes (feedback requested)

- A. Subcommittees formation: Tom West is still under contract to provide support to new boards with their strategic planning and board outreach. Heather will work with Tom and his team to convene the sub-committees of the ECWIB Board- providing a 2-day training for members that can then be reported out to the full group at the October Board Meeting.

VI. Updates – 15 minutes (information only)

- October Ex Com meeting – reschedule- CANCEL
- Delete old Ex Com dates on your data phones
- Sector Academy – Oct 12-13th in Salem
- Funding – America's Promise and SNAP 50/50: Provides 50¢ to every dollar spent on DHS participants. If reinvested, then an additional 25¢ is provided- Ending up with 75¢ on every dollar spent.

VII. Amy: Motion to Adjourn

Brad: Seconded

Unanimous Vote to Adjourn @ 5:11pm