

East Cascades Workforce Investment Board

Board Meeting Minutes

January 26, 2017 11:30am-1:30pm

Location: Redmond Technology Education Center - SE Airport Way, Redmond, OR 97756, Building 3, Pacific Conference Room #306

- Board members in attendance: Brad Porterfield, Wally Corwin, Mark Warne, Molly Joulbert, Robbie Smith, Trygve Bolken; on phone: Amy Gibbs, Elyn Biedscheid.
 - *Quorum met at 12:35pm with the arrival of Trygve Bolken*
- Non-board attendees: Karen Friend, COIC; John Asher, HECC; Sherri Warner, DHS-VR; Sara Hummel, Jones and Roth; Tom Rowley, EDCO; Wasco County Commissioner Steve Kramer (ex officio)
- Staff: Liz Casey, Heather Ficht, Lauren Arbuckle, Jessica Fitzpatrick, Jamie Kedellen

Meeting called to order at 11:34am- Wally Corwin

I. Welcome and introductions 11:30am-11:40am – Wally Corwin, Treasurer

- Welcome new board members:
 - Robbie Smith, Business Representative for Central Oregon - International Brotherhood of Electrical Workers, Local 280 (replacing Pat Davis)
 - John Huffman, Community Relations Director at Mid-Columbia Medical Center (replacing Duane Francis)
 - Steve Kramer- vice-CLEO of COWC is intended to be the new CLEO once the COWC officially meets in the coming months (replacing Alan Unger)

II. Audited Financials (information) 11:40-noon

- Wally Corwin, ECWIB Treasurer, Jeld Wen – Wally C. gave a bit of background on regarding required financial audits under the law. If a Board has findings and/or disallowed costs, it affects future competitiveness on federal and state grants. We have officially completed and passed our first ECWIB financial audit and there are **NO FINDINGS**. Special call-out to the staff of the ECWIB for ensuring proper processes, procedures and special attention paid to WIOA and 2CFR200.
- Jamie Kendellen, CFO, ECWIB
- **Sara Hummel, CPA, Jones and Roth**-Sarah gave a summary (see page 18 of the Audited Financial Statement) this is where any findings would have been located. No material weaknesses or questioned costs at all. Because we are a first year audit-we don't qualify as a low risk auditee (yet). Must have 2 years of clean audits to qualify.
 - Wally asked if any areas of recommendations going forward- ECWIB Management will meet with J & R in the coming months to further clarify any processes and/or policies that should be in place to ensure clean audits moving forward.
 - Wally asked if any questions of the group (none asked); reminded that, although we get notice of funds available prior to the beginning of the

program year, funds do not become available until later in the year; we need to have operating capital for the first six months of the year

- ECWIB CFO/Exec Dir/Exec Committee and Treasurer are reviewing Quarterly Fiscal Reports and Budget to Actuals

III. Consent Agenda (vote required) noon-12:10pm

- Approval of minutes from October 27, 2016 ECWIB Meeting
Quorum reached at 12:35pm with the arrival of Trygve Bolken.
- **Mark moves to accept as written, Brad seconds. Unanimous approval.**

IV. Sector Partnership Updates (information) 12:10-12:40pm Wally let the group know that ECWIB's role in Sectors is to be a convener and provide funding for the training, particularly in relation to training. Funding for current Sector strategies is through the Governor's reserve funds and those may not continue into next program year.

North: Manufacturing –Jessica Fitzpatrick reported that the Sector in the North has expanded from just Beverage Manufacturing to Manufacturing.

- Working to provide training of AS9100D to employers through partnership with MCEDD, CGCC and Gorge Tech Alliance
- Fermentation Mfg course also launching now with CGCC regarding fermentation science
- Bringing together businesses in this Fermentation industry to teach a course –over 20 people registered for first session; looking at industry recognized credential

Central: Outdoor Gear- Tom Rowley with EDCO working with Outdoor Sector

- Outdoor Gear (traded sector) and apparel-100 companies with 600 employees (mostly Bend-centric but efforts are underway to encompass greater Central Oregon)
- grew last Qtr by one company and 34 employees
- Bend is considered “the place to be” with many companies expressing interest in locating in Central Oregon
- 20 companies are part of OOA (Oregon Outdoor Alliance) in Central Oregon
- Bend Outdoor Works (incubator helping start-ups) and working on venture capital in the sector
- OSU Cascades is creating an industry-driven outdoor mfg. program which is coalescing around interdisciplinary program –Finance, Business, Sustainability, Outdoor Industry and Environmental Stewardship; started with \$250,000 investment from Hydroflask.
- Consulting with Outdoor Products Industries out of Boulder, CO to develop training opportunities
- Also pushing for an Outdoor Recreation Director at the State of Oregon to reflect CO, WA, ID who already have that position

- Creating a strategy to utilize some of TRT (transient room tax) that has historically only gone to fund visitor's bureaus.
- Outdoor Hub in Bend-Co-working space, opportunities for training, resource sharing (much like the Tech Sector is already doing) is being explored.
- Challenges: Housing prices, lack of Industrial Space, Budget to continue this Alliance –currently funded through BEDAB; looking for ideas around having a state-wide alliance with local chapters
- Come to Beer-Thirty Put on by OOA – next meeting 2/8/17 at 5:30pm at Gearfix
- Ellyn B (Hydroflask) really finds value in this Sector and OOA and wants efforts to continue

Central - Technology - Lauren Arbuckle, ECWIB staff gave report

- Key Partner-Teri Hockett with Technology Association of Oregon and EDCO
- Additional Partners- Stem Hub, COCC, OSU Cascades, WorkSource, and 13 local Tech CEO's
- ECWIB has been co-convening meetings with TAO and partners since the September 2016 Launch
- The group has identified Talent Development as a priority
- **Feb. 22 Tech Talent Summit - focused on soft skill development in Tech industry's incumbent workers**

South - Specialty Agriculture- Willy Smith, OSU Extension Services for Klamath Basin

- 40 individuals and company reps attending
- Areas of focus include: growing markets, new products, marketing and opportunities for growth
- Infrastructure Improvements needs- combined packaging, supplier saturation, storage, shipping efficiencies needs both locally, regionally and far-flung
- Pain Point-USDA Inspection Standards impeding the ability of small scale harvesting of meat
- Branding – Marketing to identify and set products apart as local, Klamath-grown, etc. Looking at bringing marketing specialist in to assist
- Talent Pipeline--Career Pathway of Agriculture is very important for both future farmers as well as other occupations/specialized skills along the supply chain. Large number of this sector's workforce is aging out of the industry, much as owner/operators. Average age is above 55. Difficult for young folks to make capital input to "buy a farm/ranch"; How is this process navigated? Lease vs. Buy? Business Plan; Financial Plan
- Labor Pool-what is needed to make Value-added Agriculture work?
- Venue is being created to bring together tools, training opportunities, resources, coordination under collaborative group
- Wally asked if there has been any conversation regarding HWY97 corridor being improved, yes-there is conversation and much support for this in order to get product shipped more efficiently and speedily

- Creating 2 groups (chapters) to meet both in KF and in Lakeview in order to incorporate more folks

V. Action Team Updates (information and vote required) **12:40pm-1:15pm**

- **Business Competitiveness** – Wally Corwin, Jeld Wen

Has met twice.

- **Recommendation for Incumbent Worker Training (vote required – see attachment)**- Wally gave an overview of the Incumbent Worker concept-training of an existing employee so that they may remain in their current role with new demands, or move up. Although \$150k total was approved in the ECWIB PY16 budget for the year; Ex Com recommended that only \$75,000 be left this first round to 1) there are only 6 months remaining in the year, 2) to mitigate the loss of almost all our non-formula grants for the coming year, and 3) to give the Biz Comp AT an opportunity to review and evaluate their process for improvements in future rounds of funding.
 - After discussion and deliberation on the criteria, two additions were made and no criteria was eliminated. The two additions include:
 - Training identified is not easily accessed.
 - A clear justification for the financial need for training funds is included.

Chair Wally Corwin entertained a motion to accept the Business Competitiveness Action Team's criteria with the additional criteria added by ECWIB members

- **Molly moved**
- **Trygve seconded**
- **Unanimous Approval**
 - **Project Falcon** – Klamath Ec Dev has a wood products company looking to locate in Klamath Falls that would bring up to 300+ light manufacturing jobs (union shop) with living wages. They secured funds from the state and local partners and requested that ECWIB commit funds to support the skilling-up of the company's new employees if they locate in Klamath Falls. The Ex Com met and agreed to commit \$50,000 in future training funds, if we have it available, to support allowable training activities when the company lands. Ex Com requested that the Business Competitiveness Action Team (BCAT) define a process or checklist that future relocating or expanding companies need to meet to be awarded grants. This will ensure consistency and equity across the East Cascades Workforce region. ECWIB members agreed to deliberate on the format the BCAT develops and recommends.
- **Resource Development** – Jessica Fitzpatrick, ECWIB staff
 - Overall team is guided by the requests of the ECWIB and Action Teams.
 - Would like to have more participation from all of the community colleges.

- Ensure that we have funds to support the needs of the other groups.
- **Emergent Workforce** – Heather Ficht, ECWIB staff
 - Did not meet due to weather –update for next meeting.
- **WorkSource** – Brad Porterfield, Latino Community Association –group met 1/13/17 to further define and narrow the focus of the Action Team; Recreated Charter. 3 sub-regions are gathering info on pain points/gaps, best practices and innovations.
 - Feb 7, Brad is sitting on panel on Immigration in the Workforce at Deschutes Brewery –come see!

VI. Director’s Report – 1:15pm-1:30pm

- Board member resources:
 - ECWIB staff are eliminating Basecamp and moving to Dropbox as our information sharing mechanism. You will get an invitation to join shortly.
 - As part of a conversation that started in the last meeting about the need to engage more private sector board members:
 - In order for all of us to be able to communicate clearly and consistently about the work of the ECWIB and board members you will get collateral in the next board meeting.
 - Heather will also be presenting a briefer and more succinct Mission and Vision for members to evaluate and possibly adopt as the current ones are a mouthful. Trygve recommended it be in trifold format and cover mission, vision, goals and what is a workforce board.
 - In the last ECWIB meeting there was a request for board members to have business cards so when you outreach you can leave a card behind. Lauren developed a draft format to review and recommend changes on – main feedback was that the font was too small.
- Operator Procurement – heads up that one of the requirements under the WIOA is to procure a “One Stop Operator”. This is broadly defined and can encompass myriad functions. We are currently exploring procuring with other local WDB’s in Oregon to reduce cost and increase consistency and sharing of best practices. The Executive Committee will be reviewing details.
- Cost Sharing Agreement and Memorandum of Understanding – another requirement the WIOA is to have all core titles under the Act enter into agreements on what services get delivered in the public workforce system and who pays for what. In Oregon the public system is WorkSource and mandated partners include: Oregon Employment Dept., WIAO 1B (ECWIB), Adult Basic Education (HECC), Dept of Human Services – Self Sufficiency and Vocational Rehabilitation. This is all new and we are in ongoing conversations with partners about how we proceed.
- Shout out to Liz Casey for convening the field on the Workshop Workgroup. They are making progress on aligning workshop

VII. **Adjourn 1:30pm**
Motion to adjourn at 1:45pm by Mark
Second by Trygve
Unanimous Agreement to Adjourn