



East Cascades Works

Executive Committee Agenda

April 14, 2020 from 8:30am-10am

Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> Ex Com minutes from March 10, 2020 meeting- <i>vote required</i> Executive Committee Special Meeting Minutes March 24, 2020- <i>vote required</i>
			Motions:
Rapid Response Activities and Layoff Aversion	Stefanie, Mel and Jessica	8:40am	<ul style="list-style-type: none"> Rapid Response Efforts, Current WorkSource Center Activities, and Layoff Aversion Strategies
			Actions:
Board Expectations Agreement	Jessica & Heather	8:55am	<ul style="list-style-type: none"> Preview and solicit feedback and changes to document for board approval at upcoming meeting Strategic Plan update
			Actions:
Board Meeting Format & Agenda	Heather	9:25am	<ul style="list-style-type: none"> Discuss all remote meeting facilitation Review agenda
			Actions:
Budget Updates and Requests for Proposals Discussion	Heather	9:40am	<ul style="list-style-type: none"> Budget Reallocations State and Federal Funds Incumbent Worker RFP Central WIOA Title 1B Provider RFP
			Actions:
Attachments: <ul style="list-style-type: none"> March 10 & 24 Executive Committee Meeting Minutes Board Expectations Agreement April Board Meeting Agenda 			



East Cascades Works

Executive Committee Agenda

March 10, 2020 from 8:30am-10am

EC Works Office- 404 SW Columbia St. Bend, OR 97702

Call in 1-408-638-0968; Meeting ID 232 175 561

Heather Tramp, Julie Matthews, Jennifer Newby, Gary North, Lisa Dobey; Staff

Quorum reached; meeting called to order at 8:34am

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> • Ex Com minutes from February 11, 2020 meeting- <i>vote required</i> • Motion carried forward from February 11, 2020- <i>vote required</i>: <ul style="list-style-type: none"> ○ Employee Compensation Policy ○ Employee Handbook <p>Motions: Gary moves to approve the minutes as presented, Julie seconds, unanimously approved as presented.</p> <p>Julie moves to approve the employee compensation policy and employee handbook as presented and carried forward from the previous meeting, Heather seconds, unanimously approved.</p>
Accountability Matrix and Updates	Heather	8:40am	<ul style="list-style-type: none"> • Updated for review and discussion- Refer to the attachment for highlights. <p>Discussion:</p> <p>What are the performance expectations driving the ECO System work in having the 2 FTE OED staff in the prisons? The overarching goal is to more quickly attach individuals to work when they release from prison by connecting them to training and support services before they are released. We are also working with other local areas to establish a warm hand-off. If they are within our 10 counties they are enrolled and have an established plan for post-release. Local employers are also engaged to create true opportunities for immediate employment.</p>

			<p>What are some examples of training programs that will materialize to real jobs? Manufacturing and Construction- example: CDL, Welding, Flagger</p> <p>COCC's contract with DOC is up in January so they will begin negotiating what that contract will look like in the future could open additional opportunities.</p> <p>Does this workload feel right sized? We're still working to figure it out, especially around DEI.</p> <p>Is there enough industry engagement to allow you to move the work forward? With Jessica and Stefanie leading on the work now, there is now more of an expectation to have employers lead.</p> <p>Actions: Send out matrix, which was not included in the packet.</p>
EC Works Meeting Space	Jamie/Heather	8:55am	<ul style="list-style-type: none"> • BLRB's move from the building – 900+ sq. ft @ ~\$24k <p>Discussion:</p> <p>Heather wanted to be sure that Executive Committee was aware of an opportunity prior to us bringing a budget to the board.</p> <p>Open space downstairs that will allow us to have a conference room and two additional offices.</p> <p>Actions:</p> <p>Lisa would like to defer staff on if it can work in the budget.</p> <p>Gary would like to know how often the conference space will be occupied.</p>
Planning for Future Board Meetings	Heather/Jessica	9:05am	<ul style="list-style-type: none"> • Board/Ex Com Calendar – planning tool • April Board Meeting topics include: <ul style="list-style-type: none"> ○ Bylaws, Board Expectations ○ Labor Market Info Presentation ○ WorkSource Landscape ○ Central RFP ○ Strategic plan- addition

			<p>Discussion: Heather missed the deadline notification for strategic plan so will be having a call with the state today to find out how we will have to adjust our timeline.</p> <p>Actions: Heather would like to ask for volunteers to review sections of the strategic plan so that we can get it in by the deadline and then up for public comment (April 30). Heather will follow-up with the Executive Committee regarding the call she has with the state today.</p>
Announcements	All	9:35am	<ul style="list-style-type: none"> • General Discussion & Announcements <ul style="list-style-type: none"> ○ Final State Monitoring Report - Lisa ○ State Legislative update – Heather
			<p>Discussion: Thank you to staff for a great monitoring visit. \$4 million ask was “dead on arrival” at legislature, which will hurt us in the coming years- growing funding stream-RESEA- new guidance that may allow for funding to flow through the local boards. More funds than WIOA with potential to increase.</p>
Personnel Costs <i>(closed session)- Program Staff Excused.</i>	Jamie/Heather	9:45am	<ul style="list-style-type: none"> • COLA increase of 2.54% - recommendation to round up to 3% across board for staff as COLA/Merit pool for PY20 – <i>vote required</i>
			<p>Motions: Heather moves to approve the 3% increase for all board staff, Gary seconds, unanimously approved.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> • February Executive Committee Meeting Minutes • Revised policies: Employee Handbook, and Employee Compensation Policy • Accountability Matrix • Final Monitoring Report letter • Legislative letter of support for \$4.1M to LWDB • Legislative support flyer for \$4.1M to LWDB 			

Meeting Called to Order by Lisa Dobey at 10:11am on March 24, 2020 via email:

Hi all – please read the memo below outlining a motion to provide additional flexibility to ECW’s staff during the COVID-19 crisis. Jenni, Gary, Julie M., and Heather T. please **RESPOND** to the motion presented **by 9am Thursday, March 26th**. Thank you.



Memo

To: East Cascades Works Executive Committee
From: Lisa Dobey, Board Chair
cc: Heather Ficht, Executive Director; East Cascades Works Staff; and Board of Directors
Date: March 23, 2020
Re: Emergency Executive Committee meeting re Temporary Emergency Measures

As the COVID-19 crisis deepens, East Cascades Works staff are requesting greater flexibility to carry out its core function in serving job seekers and impacted workers and business and provide additional safeguards for the organization should someone fall ill.

With this in mind, I am convening a special Executive Committee via email to vote on the motion below. If you have questions or concerns about this motion, please reply all to this email so that all Executive Committee members can participate in the conversation.

Please respond with an approval or disapproval of the motion below. Each Executive Committee member must reply all to this email to participate. Your vote is due by 9am on Thursday, March 26, 2020. Any comments received after this time and date will not be captured in the official meeting record.

Executive Committee:
Official Meeting Record

I am calling to order a Special Meeting of the Executive Committee in order to vote on the motion below. We must have all members participate in order to establish quorum and for the vote to be recorded. Please signify your response to the vote by replying Yes/Yea or No/Nay to the following agenda:

Motion: to authorize the Executive Director and/or her delegate to modify East Cascades Works policies and procedures to meet public needs during the COVID-19 crisis. Staff are required at all times to comply with federally and state issued laws, policies, and guidance. The Executive Director or her designee will send an email out on Friday of each week documenting any modification made and a simple justification for making it. This motion is effective from March 24, 2020 – April 31, 2020 and may be extended by a vote of the Executive Committee.

/lisa

Lisa Dobey, Executive Director Community and Philanthropy

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www.stcharleshealthcare.org www.stcharlesfoundation.org

Voting:

Yes	No	Absent/Excused/Recused
Heather Tramp		
Gary North		
Julie Matthew		
Jennie Newby		
Lisa Dobey		

**All members responded, voting yes by the deadline and within the rules of order. Motion passed.
Voting closed, meeting closed at 12:34pm on March 24, 2020.**

Minutes Approved:

Lisa Dobey, Chair

Date



Board Member & Staff Expectations Agreement

East Cascades (EC) Works actively connects talent to opportunity throughout a 10-county region east of the Cascades mountains, by supporting the talent needs of employers; and by maximizing and aligning investments in the career goals of individuals. We achieve results through partnership with state agencies, community-based organizations, employers, community colleges, universities, and local government.

EC Works envisions a region with thriving communities where residents have access to education and training which lead to living-wage jobs; and where businesses find the qualified talent they need to succeed.

Serving as a member of the board or as a member of staff means that *I, _____, am and East Cascades Works Ambassador* and uphold the following values:

- We embrace equity and inclusion.
- We are trusted experts in workforce development and rigorous stewards of public funds.
- We are collaborative neutral conveners.
- We inspire a call to action.
- We are results- driven.
- We are innovative problem solvers.

Serving as a member of the East Cascades Workforce Investment Board of Directors also means that I will:

- 1. Adhere to the Bylaws established by East Cascades Works.**
- 2. Attend and actively participate in all quarterly board meetings (January, April, July, October), as well as monthly Executive Committee Meetings if applicable.**
- 3. Actively participate in the review and evaluation of critical organization documents, especially those requiring board vote.**
- 4. Participate in board voting, except where I am conflicted.**
- 5. Adhere to the East Cascades Works Conflicts of Interest Policy.**
- 6. Recuse myself in the affirmative, from discussion and from vote, where real or perceived conflict of interest is present.**
- 7. Provide advance notice to the Executive Director of my inability to attend should the time arise.**
- 8. Sign letters of support for East Cascades Works as appropriate.**
- 9. Provide input, expertise, and advice at the request of the Executive Director and/or Chair.**
- 10. Actively recruit new members to join the East Cascades Workforce Investment Board of Directors.**

11. Speak on behalf of East Cascades Works, as requested by the Executive Director and/or Chair.
12. Volunteer to serve on sub-committees, action teams or industry groups as appropriate, and as recommended by the Executive Director and/or Chair.

Signature:

Date:



East Cascades Works

Board Meeting Agenda

April 22, 2020; 11:30 am - 1:30 pm

Virtual Meeting ONLY: 1-(408)-638-0968; Meeting ID: 194 581 258

Video Option: [Join Zoom Meeting](#)

Topic	Time	Discussion/Action/Motion
Welcome & Consent Agenda	11:30-11:45am	Lisa Dobey, EC Works Chair <ul style="list-style-type: none"> Review of January 22, 2020 Board Meeting Minutes – <i>vote required</i>
		<u>Motions:</u>
Labor Market Update & COVID-19 Impact	11:45-12:05pm	Damon Runberg/Kale Donnelly (TBC)
		<u>Action:</u>
East Cascades Works Bylaws and Board Member Expectations Agreement	12:50-1:15pm	Jessica Fitzpatrick, EC Works Staff <ul style="list-style-type: none"> Review final revision of Bylaws – <i>vote required</i> Review expectations agreement
		<u>Motion:</u>
General Updates & Public Comment	1:15-1:30pm	<ul style="list-style-type: none"> Central WIOA Title 1 Provider Procurement Update on Incumbent Worker Procurement to Date Success Additional Resources in Response to COVID 19 and Rapid Response Activities Closing conversation and adjournment

Meeting hand-outs:

- Minutes from October 23, 2019 Board Meeting
- Revised Bylaws
- Board Expectations Agreement